



Thursday, June 15, 2023
2:00 p.m. – 4:00 p.m.

A Virtual Meeting **Join**
Zoom Meeting

-
1. Introduction 2:00 p.m.
 - a. Welcome/Roll Call
 - b. Additions to Agenda
 2. Consent Items 2:02 p.m.
 - a. Approval of Minutes from April 2023 Board Meeting
 - b. Approval of April and May 2023 Financials
 - c. Approval of May and June 2023 Executive Committee Meeting Agendas
 - d. Approval of Disneyland Hotel 2023 Strategic Planning Contract
 - e. 2024 Annual Conference Contracts
 - i. CVENT
 - ii. Tricord
 - iii. Mariana Atencio
 3. Discussion/Action Items 2:05 p.m.
 - a. 2023 Action Plan Update (Rich Lee)
 - b. SMA/CSMFO Contract Information and Direction (Jean Rousseau)
 - c. Recommended Orientation Plan for New Board Members, Committee Chairs/Vice Chairs, and Chapter Chairs/Vice Chairs (Jean Rousseau)
 - d. Preliminary Draft of CSMFO's Long-Term Financial Plan for 2024 through 2028 (Margaret Moggia)

- e. CPFO Program Update and Direction (Margaret Moggia)
 - f. Proposed New Core Course on Financial Management and Analysis (Nick Kurns)
- 4. Committees Meetings Agendas and Minutes
- 5. Committee Reports 3:05 p.m.
 - a. Administration (Kyle Johnson)
 - b. Career Development (Nick Kurns)
 - c. Chapter Chairs (Marcus Pimentel)
 - d. Commercial (Niel Murthy)
 - e. Communications (Will Fuentes)
 - f. Membership (Debbie Rosales)
 - g. Professional Standards (Dan Buffalo)
 - h. Program (Laura Nomura)
 - i. Recognition (James Russell-Field)
 - j. Student Engagement (Michelle Bannigan)
- 6. Chapter Roundtable 3:25 p.m.
- 7. Director Roundtable 3:40 p.m.
- 8. Officer Reports 3:50 p.m.
 - a. President (Rich Lee)
 - b. Past President (Marcus Pimentel)
 - c. President-Elect (Ernie Reyna)
- 9. Other Discussion Items
- 10. Future Topics
- 11. Upcoming Meeting:
In-Person Board Meeting – Wednesday, August 16, 2023,
Time 1-4pm San Mateo Public Library
- 12. Adjournment 4:00 p.m.



**Wednesday, April 19, 2023
1:00 p.m. – 4:00 p.m. Board
of Directors Meeting
Minutes**

Karla Romero
Don Patterson
Margaret Moggia
Stephanie Reimer
Jean Rousseau
Ernie Reyna
Rich Lee
Jennifer Becker
Laura Nomura
John Adams
Stephen Parker
Michelle Bannigan
Harriet Commons
Tim Seufert
Dan Buffalo
Kofi Antobam
Mark Petrasso
Kim Scott

Amber Johnson
Grace Castaneda
Brad Mohan
Alberto Preciado
Amber Johnson

Jennifer Wakemnan
Jason Al-Iman
Nick Kurns
Dennis Kauffman
Marcus Pimentel
Jennifer Ustian
Claudia Martinez
Craig Boyer
Debbie Rosales
Del Donatien
David Garrison

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met in person on Wednesday, April 19, 2023. President Richard Lee convened the meeting and confirmed a quorum was in attendance at 1:12 p.m.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the February 2023 Board Meeting, approval of the Preliminary February and March 2023 Financials, and Executive Committee Meeting Agendas for March and April 2023.

President Rich Lee moved to approve the consent calendar. The motion passed unanimously.

Discussion/Action Items

The board discussed extending the October Planning Session and moving the board meeting to ensure enough time is allocated to the strategic initiatives of the organization. The board agreed to the proposed 3 day structure and recommended moving the board meeting to another day. The board will decide the final day of the October board meeting in the future.

President Richard Lee suggested that someone from the Finance Committee should serve as the treasurer. The board discussed options for filling the position at length, and concluded that the Finance Committee Chair should fill that role, and if they are unable to the organization will continue to have the Executive Director fill this role. The board has not finalized who will fill that role at this time.

Executive Director Jean Rousseau reviewed the contract with SMA, but the requested increase in cost is from MAMs and comes to a total \$24,000 to cover the increasing costs and expenses the group has. The board motioned to approve and extend the current contract with a 5% increase until December. There was discussion around continuing with an evaluation of MAMS' portions of the SMA contract. Motion passed unanimously.

Jason Al-Iman, Professional Standards Board Liaison, mentioned the CBRT Ballot Initiative Response Direction and that calling out the actions that are problematic with the voting ballot should be done. It was suggested a proper letter be written. The board approved writing a response.

The Mentorship Program has sent out a survey in which the results are positive. The number of participants was said to be 104 this year, 76 mentees, and 28 mentors. It was mentioned by a committee member that this year there should be a capped number of mentees and soliciting mentors should come first before soliciting mentees.

Margaret Moggia Finance Committee Chair reported that there needs to be more specification with the policy and procedures manual and they are still working on a draft to present to the board.

Committee Reports

Don Patterson, Vice Chair, from the Administration committee reported that the feedback reports from the chapter chairs came back and will be discussed tomorrow on the 20th. It was reported that the website design kicked off on March 29th and they are beginning with updating the various committee pages and content.

The CDC Committee Reported mention of new opportunities with for member engagement and communications that need to be discussed. The Accounting 101 course that was presented is now approved by the board, and the contract will be moving forward.

The Communications Committee has been working with other committees to have a more strategic approach to meetings. Executive Director, Jean Rousseau mentioned that a proposal from SMA was given to him for review regarding the creation of a live dashboard for Membership data to pull numbers, website analytics, and training. Will Fuentes, Communications Committee Chair, is working with Debbie Rosales, Membership Committee Chair, on the chapter tool kit. The goal is to produce 6-8 articles per month.

Membership Committee Chair Debbie Rosales stated that she wants to continue having bulletin boards at the conference. Steve Heide and Jennifer Wakeman, Membership Committee Senior Advisors, will work together to come up with a session for dedicated member benefits.

Margaret Moggia, Finance Chair, mentioned that Don Patterson, Drew Corbett, Communications Committee Senior Advisor, Heidi, and Steven Heide are gathering more membership data within CSMFO to develop a long-term plan. Creating a more specific idea for the budget is the goal.

Michelle Bannigan, Student Engagement Chair, reminded everyone that the Student Engagement Committee is looking for more support. She spoke about the need for more organization for the students and how this will be a good opportunity for members to get involved. The committee will begin working on a program to recruit more students via IMCA.

Marcus Pimentel, reported there are two chapter chair leadership meetings coming up. They are working on making edits to the bylaws and how to incorporate SMA more.

The commercial roundtable committee with Mark Petrasso had their first meeting a couple of weeks ago. Mark stated that the meeting consisted of them mapping out what the topics would be on the agenda for the next meeting and what topics could be on the program for the conference.

Chapter Roundtable

Each chapter reported out on their next meeting dates and upcoming topic names.

There were notes regarding the Chapter Meeting Submission form and SMA can expect recommended edits going forward from the chairs.

Officer Reports

Rich Lee, President, stated that the “Board will participate in an assessment test. Which will be used for feedback”

President Elect Ernie Reyna reported the conference planning was coming along smoothly and that the host committee would be meeting the following day.

Executive Director Jean Rousseau welcomed Del Donatien to the team and will send out the memo from SMA to the board regarding the staffing changes.

The next board meeting will be held virtually on June 15th, 2023. Having no further business to address, the meeting was adjourned at 4:07 p.m.

Respectfully submitted,

Delicia Donatien
CSMFO Administrative Assistant

Other Current Liabilities

California Society of Municipal Finance Officers
Statement of Net Assets
As of April 30, 2023

	Apr 30, 23	Apr 30, 22	\$ Change	% Change
2003 · A/P Other- SMA Conference	32,861.76	32,861.76	0.00	0.0%
Total Other Current Liabilities	32,861.76	32,861.76	0.00	0.0%
Total Current Liabilities	32,861.76	70,477.60	-37,615.84	-53.37%
Total Liabilities	32,861.76	70,477.60	-37,615.84	-53.37%
Equity				
3020 · Retained earnings	92,948.14	291,662.29	-198,714.15	-68.13%
3100 · Net Assets-Chapters	33,204.43	24,492.09	8,712.34	35.57%
3101 · Operating reserve	153,860.00	153,860.00	0.00	0.0%
3102 · Conference reserve	700,000.00	664,405.00	35,595.00	5.36%
Net Income	255,822.70	168,336.90	87,485.80	51.97%
Total Equity	1,235,835.27	1,302,756.28	-66,921.01	-5.14%
TOTAL LIABILITIES & EQUITY	1,268,697.03	1,373,233.88	-104,536.85	-7.61%

California Society of Municipal Finance Officers
Summary of Financial Income and Expense
January through April 2023

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	312,771.25	275,194.96	37,576.29
4500 · PROGRAM REVENUES	1,189,531.87	1,060,539.98	128,991.89
Total Income	<u>1,502,303.12</u>	<u>1,335,734.94</u>	<u>166,568.18</u>
Gross Profit	1,502,303.12	1,335,734.94	166,568.18
Expense			
6100 · OPERATING EXPENSES	163,757.34	158,402.57	5,354.77
6400 · PROGRAM EXPENSES	1,086,394.86	1,007,531.58	78,863.28
9950 · Prior Period Adjustment	400.00	2,500.00	-2,100.00
Total Expense	<u>1,250,552.20</u>	<u>1,168,434.15</u>	<u>82,118.05</u>
Net Ordinary Income	251,750.92	167,300.79	84,450.13
Other Income/Expense			
Other Income			
4501 · Chapter Income	16,490.00	1,380.00	15,110.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	<u>16,490.00</u>	<u>1,380.00</u>	<u>15,110.00</u>
Other Expense			
6401 · Chapter Expenses	12,418.22	343.89	12,074.33
Total Other Expense	<u>12,418.22</u>	<u>343.89</u>	<u>12,074.33</u>
Net Other Income	<u>4,071.78</u>	<u>1,036.11</u>	<u>3,035.67</u>
Net Income	<u><u>255,822.70</u></u>	<u><u>168,336.90</u></u>	<u><u>87,485.80</u></u>

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
April 2023

	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal - Management	5,680.00	156,035.00	114,877.00	41,158.00	135.83%	137,500.00
4115 · Dues - Municipal - Professional	2,450.00	30,200.00	23,300.00	6,900.00	129.61%	35,000.00
4120 · Dues - Other Gov	350.00	3,050.00	2,750.00	300.00	110.91%	4,000.00
4130 · Dues - Commercial	1,540.00	38,595.00	34,800.00	3,795.00	110.91%	44,000.00
4140 · Dues - Retired	20.00	900.00	1,120.00	-220.00	80.36%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	10,040.00	228,780.00	176,847.00	51,933.00	129.37%	221,700.00
4200 · Interest Income	5,578.75	5,578.75	3,000.00	2,578.75	185.96%	12,000.00
4302 · Magazine Advertising	0.00	1,337.50	4,775.00	-3,437.50	28.01%	10,000.00
4303 · Job Board Post - Member	14,725.00	76,125.00	59,860.00	16,265.00	127.17%	180,000.00
4490 · Budget Awards	50.00	950.00	1,050.00	-100.00	90.48%	19,950.00
4502 · Sponsorships - Other						
4502.10 · Sponsorship GFOA Reception	0.00	0.00	0.00	0.00	0.0%	5,000.00
Total 4502 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	5,000.00
Total 4000 · OPERATING REVENUES	30,393.75	312,771.25	245,532.00	67,239.25	127.39%	448,650.00
4500 · PROGRAM REVENUES						
4504 · Education income						
4505 · Webinar	825.00	950.00				
4520 · Weekend Training						
4525 · Training Event Income	783.00	783.00	0.00	783.00	100.0%	24,000.00
Total 4520 · Weekend Training	783.00	783.00	0.00	783.00	100.0%	24,000.00
4570 · Intro to Government	5,500.00	12,300.00	10,000.00	2,300.00	123.0%	21,000.00
4575 · Investment Accounting	0.00	0.00	300.00	-300.00	0.0%	6,600.00
4590 · Intermediate Government Acct	9,800.00	24,600.00	21,000.00	3,600.00	117.14%	45,000.00
4591 · California Local Budgeting	1,300.00	16,050.00	12,000.00	4,050.00	133.75%	27,000.00
4593 · Capital Assets	0.00	0.00	0.00	0.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	400.00	400.00	0.00	400.00	100.0%	10,000.00
4596 · Revenue Fundamentals II	0.00	200.00	0.00	200.00	100.0%	6,000.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	4,500.00
4599 · On Demand Courses	0.00	1,125.00				
Total 4504 · Education income	18,608.00	56,408.00	43,300.00	13,108.00	130.27%	150,100.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	725.00	16,970.00	0.00	16,970.00	100.0%	0.00
8104 · Government Member	3,450.00	353,690.00	0.00	353,690.00	100.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	0.00	0.00	0.00	0.0%	0.00
8100 · Government Registrations - Otl	0.00	0.00	359,060.00	-359,060.00	0.0%	359,060.00
Total 8100 · Government Registrations	4,175.00	370,660.00	359,060.00	11,600.00	103.23%	359,060.00
8200 · Commercial Registrations						
8226 · Commercial Exhibitor	6,500.00	71,435.00	0.00	71,435.00	100.0%	0.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
April 2023

	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8228 · Commercial NonMember	0.00	20,825.00	0.00	20,825.00	100.0%	0.00
8229 · Commercial Member	1,785.00	53,955.00	0.00	53,955.00	100.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regula	570.00	3,795.00	0.00	3,795.00	100.0%	0.00
8200 · Commercial Registrations - Otr	0.00	0.00	123,980.00	-123,980.00	0.0%	123,980.00
Total 8200 · Commercial Registrations	8,855.00	150,010.00	123,980.00	26,030.00	121.0%	123,980.00
8300 · Pre-Conference Registrations						
8371 · PreConference-Session A	0.00	7,400.00	0.00	7,400.00	100.0%	0.00
8373 · PreConference-Session B	400.00	4,800.00	0.00	4,800.00	100.0%	0.00
8375 · PreConference-Session C	100.00	3,300.00	0.00	3,300.00	100.0%	0.00
8376 · PreConference-Session D	100.00	2,800.00	0.00	2,800.00	100.0%	0.00
8300 · Pre-Conference Registrations -	1,400.00	3,700.00	24,000.00	-20,300.00	15.42%	24,000.00
Total 8300 · Pre-Conference Registrations	2,000.00	22,000.00	24,000.00	-2,000.00	91.67%	24,000.00
8500 · Extra Meals						
8565 · Hosted Evening Event	125.00	4,125.00	0.00	4,125.00	100.0%	0.00
8500 · Extra Meals - Other	0.00	125.00	3,125.00	-3,000.00	4.0%	3,125.00
Total 8500 · Extra Meals	125.00	4,250.00	3,125.00	1,125.00	136.0%	3,125.00
8600 · Event Registrations						
8610 · Golf	175.00	16,915.00	15,675.00	1,240.00	107.91%	15,675.00
8630 · Pickleball/Tennis	0.00	2,100.00	0.00	2,100.00	100.0%	0.00
8600 · Event Registrations - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8600 · Event Registrations	175.00	19,015.00	15,675.00	3,340.00	121.31%	15,675.00
8700 · Exhibitors Fees						
8703 · Sapphire Exhibitor	0.00	91,000.00	119,000.00	-28,000.00	76.47%	119,000.00
8715 · Gold Package	0.00	246,000.00	240,000.00	6,000.00	102.5%	240,000.00
8725 · Silver Package	0.00	38,125.00	37,500.00	625.00	101.67%	37,500.00
8735 · Diamond Package	0.00	130,000.00	104,000.00	26,000.00	125.0%	104,000.00
Total 8700 · Exhibitors Fees	0.00	505,125.00	500,500.00	4,625.00	100.92%	500,500.00
8800 · Sponsorships						
8830 · Non-Exhibitor Sponsor 8830	0.00	12,000.00	18,000.00	-6,000.00	66.67%	18,000.00
8872 · Additional Sponsorship Monies	0.00	250.00	0.00	250.00	100.0%	0.00
8800 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8800 · Sponsorships	0.00	12,250.00	18,000.00	-5,750.00	68.06%	18,000.00
8900 · Conference Miscellaneous						
8905 · Misc Conference Income	0.00	5,343.87				
8915 · Hotel Rebate	0.00	0.00	3,675.00	-3,675.00	0.0%	3,675.00
8920 · Super Bowl Squares - Conferer	0.00	460.00				
8950 · Virtual Conference Registrations	1,680.00	44,010.00	70,500.00	-26,490.00	62.43%	70,500.00
8900 · Conference Miscellaneous - Otr	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8900 · Conference Miscellaneous	1,680.00	49,813.87	74,175.00	-24,361.13	67.16%	74,175.00
Total 8000 · Conference Revenue	17,010.00	1,133,123.87	1,118,515.00	14,608.87	101.31%	1,118,515.00
Total 4500 · PROGRAM REVENUES	35,618.00	1,189,531.87	1,161,815.00	27,716.87	102.39%	1,268,615.00
Total Income	66,011.75	1,502,303.12	1,407,347.00	94,956.12	106.75%	1,717,265.00
Gross Profit	66,011.75	1,502,303.12	1,407,347.00	94,956.12	106.75%	1,717,265.00
Expense						
6100 · OPERATING EXPENSES						

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
April 2023

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6105 · Marketing/Membership	0.00	1,138.25	11,250.00	-10,111.75	10.12%	11,250.00
6106 · Storage Expense	0.00	239.04	340.00	-100.96	70.31%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	0.00	0.00	0.00	0.0%	0.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
Total 6110 · President's Expense	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	0.00	7,339.00	-7,339.00	0.0%	10,000.00
Total 6115 · Board of Directors	0.00	0.00	7,339.00	-7,339.00	0.0%	10,000.00
6120 · Committee/Chapter Support						
6121 · Committee Support	0.00	0.00	0.00	0.00	0.0%	0.00
6122 · Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	55,000.00
6140 · Management Services						
6143 · Management Services	15,827.00	62,308.00	63,296.00	-988.00	98.44%	189,880.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	5,050.00	6,925.00	-1,875.00	72.92%	27,700.00
6146.20 · CDC - Support	0.00	2,000.00	4,250.00	-2,250.00	47.06%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
Total 6146 · Consultants	0.00	7,050.00	13,675.00	-6,625.00	51.55%	47,200.00
6147 · Professional Fees	0.00	0.00	2,000.00	-2,000.00	0.0%	2,000.00
6470 · Webinar Program Services	0.00	5,000.00	0.00	5,000.00	100.0%	0.00
6140 · Management Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6140 · Management Services	15,827.00	74,358.00	78,971.00	-4,613.00	94.16%	239,080.00
6148 · Payroll						
6148.10 · Wages	7,158.75	26,795.00	24,000.00	2,795.00	111.65%	72,000.00
6148.20 · Payroll Taxes - Federal	547.64	2,357.82	1,836.00	521.82	128.42%	5,508.00
6148.30 · Payroll Taxes - State	0.00	0.00	0.00	0.00	0.0%	0.00
6148.50 · Payroll Processing Expense	73.50	283.50	280.00	3.50	101.25%	840.00
6148.63 · Executive Director - Outreach	0.00	85.00	2,500.00	-2,415.00	3.4%	10,000.00
Total 6148 · Payroll	7,779.89	29,521.32	28,616.00	905.32	103.16%	88,348.00
6150 · Office Supplies	61.52	851.11	268.00	583.11	317.58%	800.00
6155 · Merchant Fees/Bank Chgs.	4,153.99	23,296.95	15,725.00	7,571.95	148.15%	40,000.00
6160 · Awards	0.00	0.00	195.00	-195.00	0.0%	3,364.00
6165 · Printing						
6166 · Printing, copying, and admin	640.22	640.22	1,336.00	-695.78	47.92%	4,000.00
6167 · Directory	0.00	0.00	0.00	0.00	0.0%	6,600.00
6165 · Printing - Other	0.00	11.68	0.00	11.68	100.0%	0.00
Total 6165 · Printing	640.22	651.90	1,336.00	-684.10	48.8%	10,600.00
6170 · Magazine	0.00	0.00	1,200.00	-1,200.00	0.0%	11,500.00
6175 · Postage	0.00	1,374.88	680.00	694.88	202.19%	2,000.00
6185 · Telephone/Bridge Calls	0.00	166.79	340.00	-173.21	49.06%	1,000.00
6190 · Web and Technology						
6191 · DataBase Expense	0.00	0.00	0.00	0.00	0.0%	28,500.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
April 2023

	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6192 · Web site	0.00	2,500.00	0.00	2,500.00	100.0%	4,838.00
6195 · Web Site Hosting Fee	0.00	0.00	800.00	-800.00	0.0%	2,400.00
6190 · Web and Technology - Other	0.00	9,853.98	26,200.00	-16,346.02	37.61%	78,200.00
Total 6190 · Web and Technology	0.00	12,353.98	27,000.00	-14,646.02	45.76%	113,938.00
6200 · Travel/Staff Expenses	1,295.12	1,295.12	1,000.00	295.12	129.51%	5,000.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,420.00
6230 · Insurance	0.00	1,578.00	2,900.00	-1,322.00	54.41%	3,500.00
6240 · Taxes						
6242 · Current Year Taxes	13,377.00	13,377.00	0.00	13,377.00	100.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6240 · Taxes	13,377.00	13,377.00	0.00	13,377.00	100.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	1,500.00	-1,500.00	0.0%	4,500.00
6255 · GFOA Reception	0.00	3,555.00	2,100.00	1,455.00	169.29%	15,500.00
6260 · Donations	0.00	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 6100 · OPERATING EXPENSES	43,134.74	163,757.34	207,260.00	-43,502.66	79.01%	683,900.00
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training Exp	0.00	0.00	0.00	0.00	0.0%	31,350.00
6480 · Intermediate Governmental Acct	0.00	0.00	3,965.00	-3,965.00	0.0%	15,858.00
6491 · CA Local Budgeting Expense	0.00	1,500.00	2,163.00	-663.00	69.35%	14,417.00
6494 · Webinar Expenses	0.00	0.00	14,328.00	-14,328.00	0.0%	43,000.00
6595 · Revenue Fundamental	0.00	0.00	0.00	0.00	0.0%	10,092.00
6596 · Revenue Fundamental Expense	0.00	2,000.00				
6598 · Leadership Skills Exp	0.00	0.00	0.00	0.00	0.0%	2,883.00
Total 6404 · Education Expenses	0.00	3,500.00	20,456.00	-16,956.00	17.11%	117,600.00
9000 · Conference Expenses						
9100 · Food & Beverage Expense						
9105 · Registration Prep-Lunch	0.00	211.87	0.00	211.87	100.0%	0.00
9115 · Wednesday-Breakfast	0.00	500.25				
9125 · Wednesday-Lunch	0.00	90,454.18	0.00	90,454.18	100.0%	0.00
9135 · Wednesday-Food-Exhibitor Rec	0.00	25,282.32	0.00	25,282.32	100.0%	0.00
9138 · Wednesday-Beverage-Exhibitor	0.00	12,074.65	0.00	12,074.65	100.0%	0.00
9140 · Thursday-Breakfast-Chapter Ct	0.00	0.00	0.00	0.00	0.0%	0.00
9143 · Thursday-Breakfast	0.00	45,114.26	0.00	45,114.26	100.0%	0.00
9147 · Thursday-Lunch	0.00	97,111.04	0.00	97,111.04	100.0%	0.00
9148 · Thursday-PM Break	0.00	17,735.77	0.00	17,735.77	100.0%	0.00
9150 · Friday-Breakfast	0.00	35,413.08	0.00	35,413.08	100.0%	0.00
9155 · Friday-Lunch	0.00	0.00	0.00	0.00	0.0%	0.00
9195 · Water for Sessions	0.00	4,636.42				
9197 · Food&Beverage-Other	0.00	19,065.41	0.00	19,065.41	100.0%	0.00
9100 · Food & Beverage Expense - Ot	0.00	0.00	351,360.00	-351,360.00	0.0%	351,360.00
Total 9100 · Food & Beverage Expense	0.00	347,599.25	351,360.00	-3,760.75	98.93%	351,360.00
9200 · President's Dinners						
9210 · President's Dinner - Food & Be	0.00	28,992.87	0.00	28,992.87	100.0%	0.00
9220 · Entertain-Transport-Decor-Favo	0.00	1,576.22	0.00	1,576.22	100.0%	0.00
9250 · Pres Dinner-Out of State Guest	0.00	2,275.85	0.00	2,275.85	100.0%	0.00

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	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9200 · President's Dinners - Other	0.00	0.00	41,860.00	-41,860.00	0.0%	41,860.00
Total 9200 · President's Dinners	0.00	32,844.94	41,860.00	-9,015.06	78.46%	41,860.00
9300 · Hosted Event						
9310 · Event Entertainment	0.00	10,730.23	0.00	10,730.23	100.0%	0.00
9320 · Event Food	0.00	60,010.72	0.00	60,010.72	100.0%	0.00
9321 · Event Bar	0.00	0.00	0.00	0.00	0.0%	0.00
9330 · Event Decor	0.00	0.00	0.00	0.00	0.0%	0.00
9340 · Event Other	0.00	2,620.00	0.00	2,620.00	100.0%	0.00
9300 · Hosted Event - Other	0.00	0.00	96,500.00	-96,500.00	0.0%	96,500.00
Total 9300 · Hosted Event	0.00	73,360.95	96,500.00	-23,139.05	76.02%	96,500.00
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	40,500.00	39,500.00	1,000.00	102.53%	39,500.00
9420 · Speaker-Expenses-Lodging	0.00	1,527.99	6,149.00	-4,621.01	24.85%	6,149.00
9430 · Speaker-Expenses-Transportat	0.00	55.02				
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9400 · Meetings and Training	0.00	42,083.01	45,649.00	-3,565.99	92.19%	45,649.00
9450 · Comps						
9460 · Other Guests Lodging (OOS)	0.00	-165.15	4,580.00	-4,745.15	-3.61%	4,580.00
9462 · Comps - Other	0.00	0.00	2,374.00	-2,374.00	0.0%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 9450 · Comps	0.00	-165.15	7,954.00	-8,119.15	-2.08%	7,954.00
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	222,425.32	0.00	222,425.32	100.0%	0.00
9477 · Virtual Platform	0.00	10,080.00	0.00	10,080.00	100.0%	0.00
9478 · General Session - Addl' produc	0.00	2,916.80	0.00	2,916.80	100.0%	0.00
9479 · WiFi Internet	0.00	35,009.17	0.00	35,009.17	100.0%	0.00
9480 · Electric Power/Rigging	0.00	21,564.17	0.00	21,564.17	100.0%	0.00
9481 · Reg/Attendance Tracking	0.00	40,341.14	0.00	40,341.14	100.0%	0.00
9485 · Convention/Hotel Other Costs	0.00	76,215.20	0.00	76,215.20	100.0%	0.00
9475 · Meetings - Other	0.00	0.00	421,433.00	-421,433.00	0.0%	421,433.00
Total 9475 · Meetings	0.00	408,551.80	421,433.00	-12,881.20	96.94%	421,433.00
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	6,424.42	2,630.00	3,794.42	244.28%	2,630.00
9495 · Speaker Fees	0.00	3,660.52				
9496 · Pre-Conference-Other	0.00	800.00				
Total 9490 · Pre-Conference Workshop	0.00	10,884.94	2,630.00	8,254.94	413.88%	2,630.00
9500 · Exhibits						
9510 · Decorator Booth Fee	0.00	17,037.54	18,943.00	-1,905.46	89.94%	18,943.00
9530 · Meeting space Additions	0.00	10,412.00	10,500.00	-88.00	99.16%	10,500.00
9540 · Security	0.00	1,339.50	1,250.00	89.50	107.16%	1,250.00
9545 · Exhibit hall game	0.00	117.20	500.00	-382.80	23.44%	500.00
9550 · Sponsor Branded Items	0.00	9,197.78	10,550.00	-1,352.22	87.18%	10,550.00
9500 · Exhibits - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9500 · Exhibits	0.00	38,104.02	41,743.00	-3,638.98	91.28%	41,743.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	683.41	0.00	683.41	100.0%	0.00

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	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9620 · Speaker/Board/Committee Men	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9600 · Entertainment/Gifts	0.00	683.41	0.00	683.41	100.0%	0.00
9700 · Other Activities						
9732 · Golf Tournament Expenses	0.00	11,605.97	14,050.00	-2,444.03	82.61%	14,050.00
9750 · Other Event Expenses	0.00	3,440.92	0.00	3,440.92	100.0%	0.00
Total 9700 · Other Activities	0.00	15,046.89	14,050.00	996.89	107.1%	14,050.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	0.00	67,042.52	78,890.00	-11,847.48	84.98%	78,890.00
9815 · Printing/Copy/Conference Medi	0.00	5,670.83	5,000.00	670.83	113.42%	5,000.00
9818 · Office/Telephones/Printer	0.00	0.00	500.00	-500.00	0.0%	500.00
9820 · President Expenses	0.00	474.68	500.00	-25.32	94.94%	500.00
9831 · Supplies-Badges-Ribbons-Etc	0.00	3,445.88	500.00	2,945.88	689.18%	500.00
9840 · Postage & Shipping	0.00	0.00	500.00	-500.00	0.0%	500.00
9875 · Signage	0.00	3,640.71	3,000.00	640.71	121.36%	3,000.00
9890 · Conference Committee Expens	0.00	10,080.04	16,000.00	-5,919.96	63.0%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	10,321.14	14,000.00	-3,678.86	73.72%	14,000.00
9800 · Administration - Conference - C	0.00	13,225.00				
Total 9800 · Administration - Conferenc	0.00	113,900.80	118,890.00	-4,989.20	95.8%	118,890.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	0.00	1,082,894.86	1,142,069.00	-59,174.14	94.82%	1,142,069.00
Total 6400 · PROGRAM EXPENSES	0.00	1,086,394.86	1,162,525.00	-76,130.14	93.45%	1,259,669.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	0.00	0.00	0.0%	1,200.00
Total 6900 · OTHER EXPENSES	0.00	0.00	0.00	0.00	0.0%	1,200.00
9950 · Prior Period Adjustment	0.00	400.00	0.00	400.00	100.0%	0.00
Total Expense	43,134.74	1,250,552.20	1,369,785.00	-119,232.80	91.3%	1,944,769.00
Net Ordinary Income	22,877.01	251,750.92	37,562.00	214,188.92	670.23%	-227,504.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	150.00	1,110.00	0.00	1,110.00	100.0%	0.00
4501.04 · Sacramento Valley	75.00	1,065.00	0.00	1,065.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	850.00	0.00	850.00	100.0%	0.00
4501.06 · Central Valley	0.00	320.00				
4501.08 · Monterey Bay	250.00	1,950.00				
4501.09 · South San Joaquin	20.00	20.00	0.00	20.00	100.0%	0.00
4501.11 · Channel Counties	-50.00	180.00	0.00	180.00	100.0%	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
4501.13 · Central Los Angeles	1,505.00	1,505.00	0.00	1,505.00	100.0%	0.00
4501.14 · South Bay (LA)	225.00	-105.00	0.00	-105.00	100.0%	0.00
4501.16 · Orange County	2,655.00	4,735.00	0.00	4,735.00	100.0%	0.00
4501.17 · Inland Empire	1,030.00	4,780.00	0.00	4,780.00	100.0%	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501.20 · Imperial County	40.00	80.00				
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.00	0.0%	0.00

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	Apr 23	Jan - Apr 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
4501 · Chapter Income - Other	0.00	0.00	33,336.00	-33,336.00	0.0%	100,000.00
Total 4501 · Chapter Income	5,900.00	16,490.00	33,336.00	-16,846.00	49.47%	100,000.00
Total Other Income	5,900.00	16,490.00	33,336.00	-16,846.00	49.47%	100,000.00
Other Expense						
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.03 · North Coast	0.00	265.46	0.00	265.46	100.0%	0.00
6401.04 · Sacramento Valley	442.40	2,129.83	0.00	2,129.83	100.0%	0.00
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.06 · Central Valley	54.81	54.81	0.00	54.81	100.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	2,157.20	5,079.88	0.00	5,079.88	100.0%	0.00
6401.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	2,562.00	0.00	2,562.00	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.0%	0.00
6401.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	0.00	2,256.15	0.00	2,256.15	100.0%	0.00
6401.17 · Inland Empire	0.00	70.09	0.00	70.09	100.0%	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.20 · Imperial County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expense	0.00	0.00	33,668.00	-33,668.00	0.0%	101,000.00
Total 6401.79 · Current Year Chapter Expense	2,654.41	12,418.22	33,668.00	-21,249.78	36.88%	101,000.00
Total 6401 · Chapter Expenses	2,654.41	12,418.22	33,668.00	-21,249.78	36.88%	101,000.00
Total Other Expense	2,654.41	12,418.22	33,668.00	-21,249.78	36.88%	101,000.00
Net Other Income	3,245.59	4,071.78	-332.00	4,403.78	-1,226.44%	-1,000.00
Net Income	26,122.60	255,822.70	37,230.00	218,592.70	687.14%	-228,504.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	Jan - Apr 23	Jan - Apr 22	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	156,035.00	149,415.00	6,620.00
4115 · Dues - Municipal - Professional	30,200.00	0.00	30,200.00
4120 · Dues - Other Gov	3,050.00	3,000.00	50.00
4130 · Dues - Commercial	38,595.00	31,460.00	7,135.00
4140 · Dues - Retired	900.00	800.00	100.00
4150 · Dues - Education	0.00	0.00	0.00
Total 4100 · Membership Dues	228,780.00	184,675.00	44,105.00
4200 · Interest Income	5,578.75	644.96	4,933.79
4302 · Magazine Advertising	1,337.50	4,275.00	-2,937.50
4303 · Job Board Post - Member	76,125.00	84,550.00	-8,425.00
4490 · Budget Awards	950.00	1,050.00	-100.00
Total 4000 · OPERATING REVENUES	312,771.25	275,194.96	37,576.29
4500 · PROGRAM REVENUES			
4504 · Education income			
4505 · Webinar	950.00	0.00	950.00
4520 · Weekend Training			
4525 · Training Event Income	783.00	0.00	783.00
Total 4520 · Weekend Training	783.00	0.00	783.00
4570 · Intro to Government	12,300.00	7,325.00	4,975.00
4575 · Investment Accounting	0.00	300.00	-300.00
4590 · Intermediate Government Acct	24,600.00	23,887.50	712.50
4591 · California Local Budgeting	16,050.00	9,750.00	6,300.00
4593 · Capital Assets	0.00	0.00	0.00
4595 · Revenue Fundamentals	400.00	0.00	400.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4599 · On Demand Courses	1,125.00	0.00	1,125.00
Total 4504 · Education income	56,408.00	41,262.50	15,145.50
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	16,970.00	15,670.00	1,300.00
8104 · Government Member	353,690.00	312,575.00	41,115.00
Total 8100 · Government Registrations	370,660.00	328,245.00	42,415.00
8200 · Commercial Registrations			
8226 · Commercial Exhibitor	71,435.00	56,005.00	15,430.00
8228 · Commercial NonMember	20,825.00	26,345.00	-5,520.00
8229 · Commercial Member	53,955.00	29,793.00	24,162.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	-1,515.00
8265 · Comm Non-Memb Daily Regular	3,795.00	3,420.00	375.00
8200 · Commercial Registrations - Other	0.00	0.00	0.00
Total 8200 · Commercial Registrations	150,010.00	117,078.00	32,932.00
8300 · Pre-Conference Registrations			
8371 · PreConference-Session A	7,400.00	0.00	7,400.00
8373 · PreConference-Session B	4,800.00	0.00	4,800.00
8375 · PreConference-Session C	3,300.00	0.00	3,300.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>	<u>\$ Change</u>
8376 · PreConference-Session D	2,800.00	0.00	2,800.00
8300 · Pre-Conference Registrations - Other	3,700.00	13,690.00	-9,990.00
Total 8300 · Pre-Conference Registrations	22,000.00	13,690.00	8,310.00
8500 · Extra Meals			
8565 · Hosted Evening Event	4,125.00	0.00	4,125.00
8500 · Extra Meals - Other	125.00	5,075.00	-4,950.00
Total 8500 · Extra Meals	4,250.00	5,075.00	-825.00
8600 · Event Registrations			
8610 · Golf	16,915.00	18,340.00	-1,425.00
8630 · Pickleball/Tennis	2,100.00	385.00	1,715.00
Total 8600 · Event Registrations	19,015.00	18,725.00	290.00
8700 · Exhibitors Fees			
8703 · Sapphire Exhibitor	91,000.00	101,500.00	-10,500.00
8715 · Gold Package	246,000.00	193,562.50	52,437.50
8725 · Silver Package	38,125.00	40,625.00	-2,500.00
8735 · Diamond Package	130,000.00	90,000.00	40,000.00
Total 8700 · Exhibitors Fees	505,125.00	425,687.50	79,437.50
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	12,000.00	14,000.00	-2,000.00
8872 · Additional Sponsorship Monies	250.00	5,062.50	-4,812.50
8800 · Sponsorships - Other	0.00	0.00	0.00
Total 8800 · Sponsorships	12,250.00	19,062.50	-6,812.50
8900 · Conference Miscellaneous			
8905 · Misc Conference Income	5,343.87	0.00	5,343.87
8915 · Hotel Rebate	0.00	10,074.48	-10,074.48
8920 · Super Bowl Squares - Conference	460.00	0.00	460.00
8950 · Virtual Conference Registration	44,010.00	79,500.00	-35,490.00
8900 · Conference Miscellaneous - Other	0.00	2,140.00	-2,140.00
Total 8900 · Conference Miscellaneous	49,813.87	91,714.48	-41,900.61
Total 8000 · Conference Revenue	1,133,123.87	1,019,277.48	113,846.39
Total 4500 · PROGRAM REVENUES	1,189,531.87	1,060,539.98	128,991.89
Total Income	1,502,303.12	1,335,734.94	166,568.18
Gross Profit	1,502,303.12	1,335,734.94	166,568.18
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	1,138.25	5,603.67	-4,465.42
6106 · Storage Expense	239.04	299.39	-60.35
6110 · President's Expense	0.00	5,140.77	-5,140.77
6115 · Board of Directors	0.00	4,391.20	-4,391.20
6140 · Management Services			
6143 · Management Services	62,308.00	61,208.00	1,100.00
6146 · Consultants			
6146.10 · Coleman Services	5,050.00	5,542.62	-492.62
6146.20 · CDC - Support	2,000.00	1,800.00	200.00
6146 · Consultants - Other	0.00	6,000.00	-6,000.00
Total 6146 · Consultants	7,050.00	13,342.62	-6,292.62
6147 · Professional Fees	0.00	357.50	-357.50
6470 · Webinar Program Services	5,000.00	2,500.00	2,500.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	Jan - Apr 23	Jan - Apr 22	\$ Change
6140 · Management Services - Other	0.00	2,100.00	-2,100.00
Total 6140 · Management Services	74,358.00	79,508.12	-5,150.12
6148 · Payroll			
6148.10 · Wages	26,795.00	15,640.00	11,155.00
6148.20 · Payroll Taxes - Federal	2,357.82	1,238.46	1,119.36
6148.30 · Payroll Taxes - State	0.00	245.01	-245.01
6148.50 · Payroll Processing Expense	283.50	280.00	3.50
6148.63 · Executive Director - Outreach	85.00	0.00	85.00
Total 6148 · Payroll	29,521.32	17,403.47	12,117.85
6150 · Office Supplies	851.11	667.80	183.31
6155 · Merchant Fees/Bank Chgs.	23,296.95	21,802.58	1,494.37
6160 · Awards	0.00	498.14	-498.14
6165 · Printing			
6166 · Printing, copying, and admin	640.22	29.52	610.70
6165 · Printing - Other	11.68	0.00	11.68
Total 6165 · Printing	651.90	29.52	622.38
6170 · Magazine	0.00	830.13	-830.13
6175 · Postage	1,374.88	60.59	1,314.29
6185 · Telephone/Bridge Calls	166.79	134.74	32.05
6190 · Web and Technology			
6191 · DataBase Expense	0.00	228.53	-228.53
6192 · Web site	2,500.00	2,500.00	0.00
6195 · Web Site Hosting Fee	0.00	1,934.97	-1,934.97
6190 · Web and Technology - Other	9,853.98	12,358.75	-2,504.77
Total 6190 · Web and Technology	12,353.98	17,022.25	-4,668.27
6200 · Travel/Staff Expenses	1,295.12	667.20	627.92
6230 · Insurance	1,578.00	2,118.00	-540.00
6240 · Taxes			
6242 · Current Year Taxes	13,377.00	0.00	13,377.00
Total 6240 · Taxes	13,377.00	0.00	13,377.00
6255 · GFOA Reception	3,555.00	2,225.00	1,330.00
Total 6100 · OPERATING EXPENSES	163,757.34	158,402.57	5,354.77
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6480 · Intermediate Governmental Acct.	0.00	2,750.00	-2,750.00
6491 · CA Local Budgeting Expense	1,500.00	1,500.00	0.00
6596 · Revenue Fundamental Expense II	2,000.00	0.00	2,000.00
Total 6404 · Education Expenses	3,500.00	4,250.00	-750.00
9000 · Conference Expenses			
9100 · Food & Beverage Expense			
9105 · Registration Prep-Lunch	211.87	620.64	-408.77
9115 · Wednesday-Breakfast	500.25	0.00	500.25
9125 · Wednesday-Lunch	90,454.18	87,359.93	3,094.25
9135 · Wednesday-Food-Exhibitor Recept	25,282.32	21,455.72	3,826.60
9138 · Wednesday-Beverage-Exhibitor Re	12,074.65	8,966.15	3,108.50
9140 · Thursday-Breakfast-Chapter Chai	0.00	2,700.15	-2,700.15
9143 · Thursday-Breakfast	45,114.26	57,235.45	-12,121.19
9147 · Thursday-Lunch	97,111.04	67,503.69	29,607.35

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>	<u>\$ Change</u>
9148 · Thursday-PM Break	17,735.77	15,002.03	2,733.74
9150 · Friday-Breakfast	35,413.08	36,001.97	-588.89
9155 · Friday-Lunch	0.00	2,245.57	-2,245.57
9195 · Water for Sessions	4,636.42	0.00	4,636.42
9197 · Food&Beverage-Other	19,065.41	13,725.04	5,340.37
9100 · Food & Beverage Expense - Other	0.00	104.86	-104.86
Total 9100 · Food & Beverage Expense	347,599.25	312,921.20	34,678.05
9200 · President's Dinners			
9210 · President's Dinner - Food & Bev	28,992.87	25,351.52	3,641.35
9220 · Entertain-Transport-Decor-Favor	1,576.22	3,346.88	-1,770.66
9250 · Pres Dinner-Out of State Guest	2,275.85	4,777.29	-2,501.44
Total 9200 · President's Dinners	32,844.94	33,475.69	-630.75
9300 · Hosted Event			
9310 · Event Entertainment	10,730.23	27,806.19	-17,075.96
9320 · Event Food	60,010.72	101,357.06	-41,346.34
9321 · Event Bar	0.00	17,603.39	-17,603.39
9330 · Event Decor	0.00	3,645.13	-3,645.13
9340 · Event Other	2,620.00	1,122.44	1,497.56
Total 9300 · Hosted Event	73,360.95	151,534.21	-78,173.26
9400 · Meetings and Training			
9410 · Speakers-Honorarium	40,500.00	42,500.00	-2,000.00
9420 · Speaker-Expenses-Lodging	1,527.99	5,057.46	-3,529.47
9430 · Speaker-Expenses-Transportation	55.02	0.00	55.02
9445 · Speaker-Expenses-Misc	0.00	21.69	-21.69
Total 9400 · Meetings and Training	42,083.01	47,579.15	-5,496.14
9450 · Comps			
9460 · Other Guests Lodging (OOS)	-165.15	2,724.33	-2,889.48
9462 · Comps - Other	0.00	2,075.68	-2,075.68
9465 · Board Scholarships	0.00	72.00	-72.00
Total 9450 · Comps	-165.15	4,872.01	-5,037.16
9475 · Meetings			
9476 · Audio Visual and Lighting	222,425.32	92,477.75	129,947.57
9477 · Virtual Platform	10,080.00	34,685.00	-24,605.00
9478 · General Session - Addl' product	2,916.80	8,605.82	-5,689.02
9479 · WiFi Internet	35,009.17	11,080.00	23,929.17
9480 · Electric Power/Rigging	21,564.17	44,360.09	-22,795.92
9481 · Reg/Attendance Tracking	40,341.14	37,523.07	2,818.07
9485 · Convention/Hotel Other Costs	76,215.20	125.00	76,090.20
9475 · Meetings - Other	0.00	7,159.91	-7,159.91
Total 9475 · Meetings	408,551.80	236,016.64	172,535.16
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	6,424.42	1,716.46	4,707.96
9495 · Speaker Fees	3,660.52	0.00	3,660.52
9496 · Pre-Conference-Other	800.00	0.00	800.00
Total 9490 · Pre-Conference Workshop	10,884.94	1,716.46	9,168.48
9500 · Exhibits			
9510 · Decorator Booth Fee	17,037.54	23,361.95	-6,324.41
9530 · Meeting space Additions	10,412.00	4,810.65	5,601.35

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>	<u>\$ Change</u>
9540 · Security	1,339.50	955.00	384.50
9545 · Exhibit hall game	117.20	1,397.44	-1,280.24
9550 · Sponsor Branded Items	9,197.78	5,281.32	3,916.46
9500 · Exhibits - Other	0.00	2,590.35	-2,590.35
Total 9500 · Exhibits	38,104.02	38,396.71	-292.69
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	683.41	59,927.62	-59,244.21
9620 · Speaker/Board/Committee Memento	0.00	5,240.16	-5,240.16
Total 9600 · Entertainment/Gifts	683.41	65,167.78	-64,484.37
9700 · Other Activities			
9732 · Golf Tournament Expenses	11,605.97	17,348.86	-5,742.89
9750 · Other Event Expenses	3,440.92	150.00	3,290.92
Total 9700 · Other Activities	15,046.89	17,498.86	-2,451.97
9800 · Administration - Conference			
9805 · Conference Marketing	0.00	239.37	-239.37
9810 · Conference Contract Services	67,042.52	62,147.52	4,895.00
9815 · Printing/Copy/Conference Media	5,670.83	4,891.79	779.04
9820 · President Expenses	474.68	495.37	-20.69
9831 · Supplies-Badges-Ribbons-Etc	3,445.88	120.18	3,325.70
9840 · Postage & Shipping	0.00	750.63	-750.63
9875 · Signage	3,640.71	4,995.79	-1,355.08
9890 · Conference Committee Expenses	10,080.04	7,174.06	2,905.98
9895 · Staff Exp Inc. Lodging & Travel	10,321.14	13,288.16	-2,967.02
9800 · Administration - Conference - Other	13,225.00	0.00	13,225.00
Total 9800 · Administration - Conference	113,900.80	94,102.87	19,797.93
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,082,894.86	1,003,281.58	79,613.28
Total 6400 · PROGRAM EXPENSES	1,086,394.86	1,007,531.58	78,863.28
9950 · Prior Period Adjustment	400.00	2,500.00	-2,100.00
Total Expense	1,250,552.20	1,168,434.15	82,118.05
Net Ordinary Income	251,750.92	167,300.79	84,450.13
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.03 · North Coast	1,110.00	550.00	560.00
4501.04 · Sacramento Valley	1,065.00	400.00	665.00
4501.05 · East Bay (SF)	850.00	0.00	850.00
4501.06 · Central Valley	320.00	0.00	320.00
4501.08 · Monterey Bay	1,950.00	0.00	1,950.00
4501.09 · South San Joaquin	20.00	0.00	20.00
4501.11 · Channel Counties	180.00	0.00	180.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00
4501.13 · Central Los Angeles	1,505.00	0.00	1,505.00
4501.14 · South Bay (LA)	-105.00	0.00	-105.00
4501.16 · Orange County	4,735.00	0.00	4,735.00
4501.17 · Inland Empire	4,780.00	430.00	4,350.00
4501.20 · Imperial County	80.00	0.00	80.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through April 2023

	Jan - Apr 23	Jan - Apr 22	\$ Change
Total 4501 · Chapter Income	16,490.00	1,380.00	15,110.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	16,490.00	1,380.00	15,110.00
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	265.46	0.00	265.46
6401.04 · Sacramento Valley	2,129.83	0.00	2,129.83
6401.06 · Central Valley	54.81	0.00	54.81
6401.08 · Monterey Bay	5,079.88	0.00	5,079.88
6401.09 · South San Joaquin	0.00	117.96	-117.96
6401.11 · Channel Counties	2,562.00	0.00	2,562.00
6401.16 · Orange County	2,256.15	75.00	2,181.15
6401.17 · Inland Empire	70.09	150.93	-80.84
Total 6401.79 · Current Year Chapter Expenses	12,418.22	343.89	12,074.33
Total 6401 · Chapter Expenses	12,418.22	343.89	12,074.33
Total Other Expense	12,418.22	343.89	12,074.33
Net Other Income	4,071.78	1,036.11	3,035.67
Net Income	255,822.70	168,336.90	87,485.80

California Society of Municipal Finance Officers
Chapter Income and Expense
January through April 2023

	Central Los Angeles (Chapters)	Central Valley (Chapters)	Channel Counties (Chapters)	East Bay (Chapters)	Imperial County (Chapters)	Inland Empire (Chapters)
Other Income/Expense						
Other Income						
4501 - Chapter Income	1,505.00	320.00	180.00	850.00	80.00	4,780.00
Total Other Income	1,505.00	320.00	180.00	850.00	80.00	4,780.00
Other Expense						
6401 - Chapter Expenses	0.00	54.81	2,562.00	0.00	0.00	70.09
Total Other Expense	0.00	54.81	2,562.00	0.00	0.00	70.09
Net Other Income	1,505.00	265.19	-2,382.00	850.00	80.00	4,709.91
Net Income	1,505.00	265.19	-2,382.00	850.00	80.00	4,709.91

California Society of Municipal Finance Officers
Chapter Income and Expense
January through April 2023

	Monterey Bay (Chapters)	North Coast (Chapters)	Orange County (Chapters)	Sacramento Valley (Chapters)	San Gabriel Valley (Chapters)
Other Income/Expense					
Other Income					
4501 · Chapter Income	1,950.00	1,110.00	5,055.00	1,065.00	40.00
Total Other Income	1,950.00	1,110.00	5,055.00	1,065.00	40.00
Other Expense					
6401 · Chapter Expenses	5,079.88	265.46	2,256.15	2,129.83	0.00
Total Other Expense	5,079.88	265.46	2,256.15	2,129.83	0.00
Net Other Income	-3,129.88	844.54	2,798.85	-1,064.83	40.00
Net Income	-3,129.88	844.54	2,798.85	-1,064.83	40.00

California Society of Municipal Finance Officers
Chapter Income and Expense
January through April 2023

	South San Joaquin Valley (Chapters)	SouthBay (LA) (Chapters)	Total Chapters	TOTAL
Other Income/Expense				
Other Income				
4501 · Chapter Income	20.00	-105.00	16,850.00	16,850.00
Total Other Income	<u>20.00</u>	<u>-105.00</u>	<u>16,850.00</u>	<u>16,850.00</u>
Other Expense				
6401 · Chapter Expenses	0.00	0.00	12,418.22	12,418.22
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>12,418.22</u>	<u>12,418.22</u>
Net Other Income	<u>20.00</u>	<u>-105.00</u>	<u>4,431.78</u>	<u>4,431.78</u>
Net Income	<u><u>20.00</u></u>	<u><u>-105.00</u></u>	<u><u>4,431.78</u></u>	<u><u>4,431.78</u></u>

California Society of Municipal Finance Officers

Check Detail

April 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check		04/14/2023	Macias Gini & O'Connell LLP	1004 · Bank of America - 1982	
	Payment	5277	04/14/2023	Macias Gini & O'Connell LLP	1100 · Accounts receivable	(650.00)
TOTAL						(650.00)
	Check		04/14/2023	Macias Gini & O'Connell LLP	1004 · Bank of America - 1982	
	Credit Memo	YM200015766	04/12/2023		8229 · Commercial Member	(155.00)
TOTAL						(155.00)
	Check		04/20/2023	Affinipay	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(3.75)
TOTAL						(3.75)
	Bill Pmt -Check	BILLPAY	04/14/2023	EFA, Inc.	1004 · Bank of America - 1982	
	Bill	614	04/01/2023		6401.08 · Monterey Bay	(2,157.20)
TOTAL						(2,157.20)
	Bill Pmt -Check	BILLPAY	04/14/2023	Michael Coleman {v}	1004 · Bank of America - 1982	
	Bill	Jan-Feb-Mar 2023	03/31/2023		6146.10 · Coleman Services	(5,050.00)
					9495 · Speaker Fees	(87.02)
					6596 · Revenue Fundamental Expense II	(2,000.00)
					9495 · Speaker Fees	(3,573.50)
TOTAL						(10,710.52)
	Bill Pmt -Check	BILLPAY	04/14/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4219665	03/31/2023		6106 · Storage Expense	(76.13)
TOTAL						(76.13)
	Bill Pmt -Check	BILLPAY	04/14/2023	Seascape Golf Club	1004 · Bank of America - 1982	
	Bill	CSMFO 3.30.2023	03/30/2023		6401.08 · Monterey Bay	(2,572.68)
TOTAL						(2,572.68)

California Society of Municipal Finance Officers

Check Detail

April 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	BILLPAY	04/14/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3823362	04/05/2023		6166 · Printing, copying, and admin	(407.81)
TOTAL						(407.81)
	Bill Pmt -Check	BILLPAY	04/14/2023	City of Citrus Heights {v}	1004 · Bank of America - 1982	
	Bill	04062023	04/06/2023		6401.04 · Sacramento Valley	(442.40)
TOTAL						(442.40)
	Bill Pmt -Check	BILLPAY	04/14/2023	Sara Cowell {v}	1004 · Bank of America - 1982	
	Bill	04062023	04/06/2023		6401.06 · Central Valley	(54.81)
TOTAL						(54.81)
	Check	EFT	04/03/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(4,133.49)
TOTAL						(4,133.49)
	Check	EFT	04/07/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)
	Check	EFT	04/17/2023	Internal Revenue Service	1004 · Bank of America - 1982	
					6242 · Current Year Taxes	(9,000.00)
TOTAL						(9,000.00)
	Check	EFT	04/20/2023	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(73.50)
TOTAL						(73.50)
	Check	ADP-Mar23	04/20/2023	ADP, Inc.	1004 · Bank of America - 1982	

California Society of Municipal Finance Officers

Check Detail

April 2023

	Type	Num	Date	Name	Account	Paid Amount
					2111 · Federal Payroll Withholdings	(2,077.61)
					2112 · State Payroll Withholdings	(854.83)
					6148.20 · Payroll Taxes - Federal	(547.64)
TOTAL						(3,480.08)
	Check	ADP-Mar2023	04/20/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(7,158.75)
					2111 · Federal Payroll Withholdings	2,077.61
					2112 · State Payroll Withholdings	854.83
TOTAL						(4,226.31)
	Check	7642	04/10/2023	Franchise Tax Board	1004 · Bank of America - 1982	
					6242 · Current Year Taxes	(4,377.00)
TOTAL						(4,377.00)
	Check	7643	04/14/2023	Wells Fargo Government Banking	1004 · Bank of America - 1982	
	Credit Memo	YM200014429	02/16/2023		8226 · Commercial Exhibitor	(650.00)
TOTAL						(650.00)
	Bill Pmt -Check	7644	04/14/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230061	04/01/2023		6143 · Management Services	(15,127.00)
					6143 · Management Services	(700.00)
					2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL						(19,934.69)
	Bill Pmt -Check	7645	04/14/2023	Travelers	1004 · Bank of America - 1982	
	Bill	3140R4188 2023	03/01/2023		6230 · Insurance	(1,578.00)
TOTAL						(1,578.00)
	Bill Pmt -Check	7646	04/28/2023	CE21 LLC	1004 · Bank of America - 1982	
	Bill	202303	03/31/2023		9477 · Virtual Platform	(3,600.00)
TOTAL						(3,600.00)

California Society of Municipal Finance Officers

Check Detail

April 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	7647	04/28/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3826671-0	04/20/2023		6166 · Printing, copying, and admin	(232.41)
TOTAL						(232.41)
	Bill Pmt -Check	7648	04/29/2023	Jean Rousseau [v]	1004 · Bank of America - 1982	
	Bill	04292023	04/29/2023		6200 · Travel/Staff Expenses	(393.00)
					6150 · Office Supplies	(61.52)
	Bill	04292023-1	04/29/2023		6200 · Travel/Staff Expenses	(902.12)
TOTAL						(1,356.64)

California Society of Municipal Finance Officers
Statement of Net Assets
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1004 · Bank of America - 1982				
1050 · Chapter Fund Balances				
1050.03 · North Coast	1,568.07	1,525.00	43.07	2.82%
1050.04 · Sacramento Valley	3,087.90	3,410.67	-322.77	-9.46%
1050.05 · East Bay (SF)	3,970.52	3,522.19	448.33	12.73%
1050.06 · Central Valley	449.48	367.51	81.97	22.3%
1050.07 · Peninsula	0.00	693.74	-693.74	-100.0%
1050.08 · Monterey Bay	-209.11	3,383.99	-3,593.10	-106.18%
1050.09 · South San Joaquin	1,278.83	182.04	1,096.79	602.5%
1050.10 · Central Coast	1,114.56	1,277.78	-163.22	-12.77%
1050.11 · Channel Counties	-2,387.00	1,581.64	-3,968.64	-250.92%
1050.12 · San Gabriel Valley	10.00	135.94	-125.94	-92.64%
1050.13 · Central Los Angeles	289.52	525.74	-236.22	-44.93%
1050.14 · South Bay (LA)	7,293.36	2,364.54	4,928.82	208.45%
1050.16 · Orange County	5,913.54	4,671.17	1,242.37	26.6%
1050.17 · Inland Empire	4,598.08	1,929.07	2,669.01	138.36%
1050.18 · Coachella Valley	910.00	0.00	910.00	100.0%
1050.19 · San Diego County	934.68	1,400.07	-465.39	-33.24%
1050.20 · Imperial County	20.00	0.00	20.00	100.0%
Total 1050 · Chapter Fund Balances	28,842.43	26,971.09	1,871.34	6.94%
1004 · Bank of America - 1982 - Other	153,399.10	261,184.84	-107,785.74	-41.27%
Total 1004 · Bank of America - 1982	182,241.53	288,155.93	-105,914.40	-36.76%
1040 · Investments LAIF	833,305.61	819,099.47	14,206.14	1.73%
Total Checking/Savings	1,015,547.14	1,107,255.40	-91,708.26	-8.28%
Accounts Receivable				
1100 · Accounts receivable	600.00	50.00	550.00	1,100.0%
Total Accounts Receivable	600.00	50.00	550.00	1,100.0%
Other Current Assets				
1080 · Undeposited Funds	965.00	0.00	965.00	100.0%
1103 · Acc Rec-Other	23,630.31	0.00	23,630.31	100.0%
1120 · Accounts Receivable- YM	10,523.00	19,810.00	-9,287.00	-46.88%
1250 · Prepaid Expense - General	0.00	6,000.00	-6,000.00	-100.0%
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	13,250.00	0.00	13,250.00	100.0%
1262 · Facilities Deposits	147,622.63	79,544.00	68,078.63	85.59%
1260 · Prepaid Expense Conference - Other	2,774.28	455.75	2,318.53	508.73%
Total 1260 · Prepaid Expense Conference	163,646.91	79,999.75	83,647.16	104.56%
Total Other Current Assets	198,765.22	105,809.75	92,955.47	87.85%
Total Current Assets	1,214,912.36	1,213,115.15	1,797.21	0.15%
TOTAL ASSETS	1,214,912.36	1,213,115.15	1,797.21	0.15%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	38,222.53	12,804.52	25,418.01	198.51%

California Society of Municipal Finance Officers
Statement of Net Assets
As of May 31, 2023

	May 31, 23	May 31, 22	\$ Change	% Change
Total Accounts Payable	38,222.53	12,804.52	25,418.01	198.51%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	28,754.07	28,754.07	0.00	0.0%
Total Other Current Liabilities	28,754.07	28,754.07	0.00	0.0%
Total Current Liabilities	66,976.60	41,558.59	25,418.01	61.16%
Total Liabilities	66,976.60	41,558.59	25,418.01	61.16%
Equity				
3020 · Retained earnings	97,310.14	289,182.29	-191,872.15	-66.35%
3100 · Net Assets-Chapters	28,842.43	26,972.09	1,870.34	6.93%
3101 · Operating reserve	153,860.00	153,860.00	0.00	0.0%
3102 · Conference reserve	700,000.00	664,405.00	35,595.00	5.36%
Net Income	167,923.19	37,137.18	130,786.01	352.17%
Total Equity	1,147,935.76	1,171,556.56	-23,620.80	-2.02%
TOTAL LIABILITIES & EQUITY	1,214,912.36	1,213,115.15	1,797.21	0.15%

California Society of Municipal Finance Officers
Summary of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES	297,586.25	300,394.96	-2,808.71
4500 · PROGRAM REVENUES	1,165,483.08	1,075,384.98	90,098.10
Total Income	<u>1,463,069.33</u>	<u>1,375,779.94</u>	<u>87,289.39</u>
Gross Profit	1,463,069.33	1,375,779.94	87,289.39
Expense			
6100 · OPERATING EXPENSES	217,010.84	195,440.99	21,569.85
6400 · PROGRAM EXPENSES	1,106,662.16	1,119,107.88	-12,445.72
6900 · OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 · Prior Period Adjustment	400.00	4,500.00	-4,100.00
Total Expense	<u>1,324,073.00</u>	<u>1,342,298.87</u>	<u>-18,225.87</u>
Net Ordinary Income	138,996.33	33,481.07	105,515.26
Other Income/Expense			
Other Income			
4501 · Chapter Income	20,755.00	4,000.00	16,755.00
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	<u>20,755.00</u>	<u>4,000.00</u>	<u>16,755.00</u>
Other Expense			
6401 · Chapter Expenses	23,028.14	343.89	22,684.25
Total Other Expense	<u>23,028.14</u>	<u>343.89</u>	<u>22,684.25</u>
Net Other Income	<u>-2,273.14</u>	<u>3,656.11</u>	<u>-5,929.25</u>
Net Income	<u><u>136,723.19</u></u>	<u><u>37,137.18</u></u>	<u><u>99,586.01</u></u>

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
May 2023

	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal - Management	3,300.00	159,460.00	118,877.00	40,583.00	134.14%	137,500.00
4115 · Dues - Municipal - Professional	1,000.00	31,200.00	29,100.00	2,100.00	107.22%	35,000.00
4120 · Dues - Other Gov	50.00	3,100.00	2,900.00	200.00	106.9%	4,000.00
4130 · Dues - Commercial	2,200.00	40,795.00	35,400.00	5,395.00	115.24%	44,000.00
4140 · Dues - Retired	40.00	940.00	1,160.00	-220.00	81.03%	1,200.00
4150 · Dues - Education	0.00	0.00	0.00	0.00	0.0%	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	6,590.00	235,495.00	187,437.00	48,058.00	125.64%	221,700.00
4200 · Interest Income	0.00	5,578.75	3,000.00	2,578.75	185.96%	12,000.00
4302 · Magazine Advertising	0.00	1,337.50	4,775.00	-3,437.50	28.01%	10,000.00
4303 · Job Board Post - Member	10,600.00	84,975.00	71,366.00	13,609.00	119.07%	180,000.00
4490 · Budget Awards	450.00	1,400.00	1,600.00	-200.00	87.5%	19,950.00
4502 · Sponsorships - Other						
4502.10 · Sponsorship GFOA Reception	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4502 · Sponsorships - Other	0.00	0.00	5,000.00	-5,000.00	0.0%	5,000.00
Total 4000 · OPERATING REVENUES	17,640.00	328,786.25	273,178.00	55,608.25	120.36%	448,650.00
4500 · PROGRAM REVENUES						
4504 · Education income						
4505 · Webinar	1,275.00	2,225.00				
4520 · Weekend Training						
4525 · Training Event Income	0.00	0.00	0.00	0.00	0.0%	24,000.00
Total 4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	24,000.00
4570 · Intro to Government	4,400.00	23,700.00	10,000.00	13,700.00	237.0%	21,000.00
4575 · Investment Accounting	0.00	0.00	600.00	-600.00	0.0%	6,600.00
4590 · Intermediate Government Acct	6,800.00	23,600.00	35,000.00	-11,400.00	67.43%	45,000.00
4591 · California Local Budgeting	0.00	15,750.00	16,200.00	-450.00	97.22%	27,000.00
4593 · Capital Assets	0.00	0.00	0.00	0.00	0.0%	6,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	0.00	0.00	0.0%	0.00
4595 · Revenue Fundamentals	0.00	0.00	0.00	0.00	0.0%	10,000.00
4596 · Revenue Fundamentals II	0.00	200.00	0.00	200.00	100.0%	6,000.00
4598 · Leadership Skills	0.00	0.00	0.00	0.00	0.0%	4,500.00
4599 · On Demand Courses	0.00	1,125.00				
Total 4504 · Education income	12,475.00	66,600.00	61,800.00	4,800.00	107.77%	150,100.00
8000 · Conference Revenue						
8100 · Government Registrations						
8102 · Government NonMember	0.00	16,245.00	0.00	16,245.00	100.0%	0.00
8104 · Government Member	170.00	349,810.00	0.00	349,810.00	100.0%	0.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	0.00	0.00	0.00	0.0%	0.00
8100 · Government Registrations - Other	0.00	0.00	359,060.00	-359,060.00	0.0%	359,060.00
Total 8100 · Government Registrations	170.00	366,055.00	359,060.00	6,995.00	101.95%	359,060.00
8200 · Commercial Registrations						
8226 · Commercial Exhibitor	0.00	59,735.00	0.00	59,735.00	100.0%	0.00
8228 · Commercial NonMember	0.00	20,825.00	0.00	20,825.00	100.0%	0.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
May 2023

	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
8229 · Commercial Member	-200.00	52,170.00	0.00	52,170.00	100.0%	0.00
8231 · Comm Non-Memb-Full-Reg	0.00	0.00	0.00	0.00	0.0%	0.00
8265 · Comm Non-Memb Daily Regular	0.00	3,225.00	0.00	3,225.00	100.0%	0.00
8200 · Commercial Registrations - Other	0.00	0.00	123,980.00	-123,980.00	0.0%	123,980.00
Total 8200 · Commercial Registrations	-200.00	135,955.00	123,980.00	11,975.00	109.66%	123,980.00
8300 · Pre-Conference Registrations						
8371 · PreConference-Session A	0.00	7,200.00	0.00	7,200.00	100.0%	0.00
8373 · PreConference-Session B	-400.00	4,200.00	0.00	4,200.00	100.0%	0.00
8375 · PreConference-Session C	-100.00	3,100.00	0.00	3,100.00	100.0%	0.00
8376 · PreConference-Session D	-100.00	2,600.00	0.00	2,600.00	100.0%	0.00
8300 · Pre-Conference Registrations - Other	200.00	2,000.00	24,000.00	-22,000.00	8.33%	24,000.00
Total 8300 · Pre-Conference Registrations	-400.00	19,100.00	24,000.00	-4,900.00	79.58%	24,000.00
8500 · Extra Meals						
8565 · Hosted Evening Event	0.00	4,000.00	0.00	4,000.00	100.0%	0.00
8500 · Extra Meals - Other	0.00	125.00	3,125.00	-3,000.00	4.0%	3,125.00
Total 8500 · Extra Meals	0.00	4,125.00	3,125.00	1,000.00	132.0%	3,125.00
8600 · Event Registrations						
8610 · Golf	0.00	16,565.00	15,675.00	890.00	105.68%	15,675.00
8630 · Pickleball/Tennis	0.00	2,100.00	0.00	2,100.00	100.0%	0.00
8600 · Event Registrations - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8600 · Event Registrations	0.00	18,665.00	15,675.00	2,990.00	119.08%	15,675.00
8700 · Exhibitors Fees						
8703 · Sapphire Exhibitor	0.00	91,000.00	119,000.00	-28,000.00	76.47%	119,000.00
8715 · Gold Package	0.00	246,000.00	240,000.00	6,000.00	102.5%	240,000.00
8725 · Silver Package	0.00	38,125.00	37,500.00	625.00	101.67%	37,500.00
8735 · Diamond Package	0.00	130,000.00	104,000.00	26,000.00	125.0%	104,000.00
Total 8700 · Exhibitors Fees	0.00	505,125.00	500,500.00	4,625.00	100.92%	500,500.00
8800 · Sponsorships						
8830 · Non-Exhibitor Sponsor 8830	0.00	12,000.00	18,000.00	-6,000.00	66.67%	18,000.00
8872 · Additional Sponsorship Monies	0.00	250.00	0.00	250.00	100.0%	0.00
8800 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8800 · Sponsorships	0.00	12,250.00	18,000.00	-5,750.00	68.06%	18,000.00
8900 · Conference Miscellaneous						
8905 · Misc Conference Income	0.00	10,216.84				
8915 · Hotel Rebate	11,320.00	20,160.00	3,675.00	16,485.00	548.57%	3,675.00
8920 · Super Bowl Squares - Conference	0.00	460.00				
8925 · Charitable Donations - Conference	-35,558.76	-35,558.76				
8950 · Virtual Conference Registration	0.00	42,330.00	70,500.00	-28,170.00	60.04%	70,500.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8900 · Conference Miscellaneous	-24,238.76	37,608.08	74,175.00	-36,566.92	50.7%	74,175.00
Total 8000 · Conference Revenue	-24,668.76	1,098,883.08	1,118,515.00	-19,631.92	98.25%	1,118,515.00
Total 4500 · PROGRAM REVENUES	-12,193.76	1,165,483.08	1,180,315.00	-14,831.92	98.74%	1,268,615.00
Total Income	5,446.24	1,494,269.33	1,453,493.00	40,776.33	102.81%	1,717,265.00
Gross Profit	5,446.24	1,494,269.33	1,453,493.00	40,776.33	102.81%	1,717,265.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	1,263.26	11,250.00	-9,986.74	11.23%	11,250.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
May 2023

	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6106 · Storage Expense	0.00	312.72	425.00	-112.28	73.58%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	0.00	0.00	0.00	0.00	0.0%	0.00
6112 · Presidents CSMFO-Dinner	0.00	0.00	0.00	0.00	0.0%	0.00
6110 · President's Expense - Other	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
Total 6110 · President's Expense	0.00	0.00	1,500.00	-1,500.00	0.0%	3,100.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	0.00	7,339.00	-7,339.00	0.0%	10,000.00
Total 6115 · Board of Directors	0.00	0.00	7,339.00	-7,339.00	0.0%	10,000.00
6120 · Committee/Chapter Support						
6121 · Committee Support	0.00	0.00	0.00	0.00	0.0%	0.00
6122 · Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6120 · Committee/Chapter Support	0.00	0.00	0.00	0.00	0.0%	0.00
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	55,000.00
6140 · Management Services						
6143 · Management Services	15,827.00	78,135.00	79,119.00	-984.00	98.76%	189,880.00
6146 · Consultants						
6146.10 · Coleman Services	0.00	5,050.00	6,925.00	-1,875.00	72.92%	27,700.00
6146.20 · CDC - Support	2,000.00	4,000.00	4,250.00	-250.00	94.12%	17,000.00
6146 · Consultants - Other	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
Total 6146 · Consultants	2,000.00	9,050.00	13,675.00	-4,625.00	66.18%	47,200.00
6147 · Professional Fees	0.00	0.00	2,000.00	-2,000.00	0.0%	2,000.00
6470 · Webinar Program Services	0.00	5,000.00	0.00	5,000.00	100.0%	0.00
6140 · Management Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6140 · Management Services	17,827.00	92,185.00	94,794.00	-2,609.00	97.25%	239,080.00
6148 · Payroll						
6148.10 · Wages	7,532.50	34,327.50	30,000.00	4,327.50	114.43%	72,000.00
6148.20 · Payroll Taxes - Federal	576.24	2,934.06	2,295.00	639.06	127.85%	5,508.00
6148.30 · Payroll Taxes - State	0.00	0.00	0.00	0.00	0.0%	0.00
6148.50 · Payroll Processing Expense	73.50	357.00	350.00	7.00	102.0%	840.00
6148.63 · Executive Director - Outreach	2,560.59	2,645.59	2,500.00	145.59	105.82%	10,000.00
Total 6148 · Payroll	10,742.83	40,264.15	35,145.00	5,119.15	114.57%	88,348.00
6150 · Office Supplies	0.00	1,685.64	335.00	1,350.64	503.18%	800.00
6155 · Merchant Fees/Bank Chgs.	2,722.32	26,019.27	16,778.00	9,241.27	155.08%	40,000.00
6160 · Awards	0.00	0.00	195.00	-195.00	0.0%	3,364.00
6165 · Printing						
6166 · Printing, copying, and admin	0.00	640.22	1,669.00	-1,028.78	38.36%	4,000.00
6167 · Directory	8,128.43	8,128.43	0.00	8,128.43	100.0%	6,600.00
6165 · Printing - Other	1.52	20.48	0.00	20.48	100.0%	0.00
Total 6165 · Printing	8,129.95	8,789.13	1,669.00	7,120.13	526.61%	10,600.00
6170 · Magazine	10,215.99	10,283.99	11,300.00	-1,016.01	91.01%	11,500.00
6175 · Postage	82.01	1,750.46	850.00	900.46	205.94%	2,000.00
6185 · Telephone/Bridge Calls	84.66	251.45	425.00	-173.55	59.17%	1,000.00
6190 · Web and Technology						
6191 · DataBase Expense	0.00	0.00	0.00	0.00	0.0%	28,500.00
6192 · Web site	0.00	2,500.00	0.00	2,500.00	100.0%	4,838.00
6195 · Web Site Hosting Fee	0.00	0.00	1,000.00	-1,000.00	0.0%	2,400.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
May 2023

	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6190 · Web and Technology - Other	435.99	10,859.92	32,700.00	-21,840.08	33.21%	78,200.00
Total 6190 · Web and Technology	435.99	13,359.92	33,700.00	-20,340.08	39.64%	113,938.00
6200 · Travel/Staff Expenses	938.92	2,335.85	1,000.00	1,335.85	233.59%	5,000.00
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,420.00
6230 · Insurance	0.00	1,578.00	2,900.00	-1,322.00	54.41%	3,500.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	13,377.00	0.00	13,377.00	100.0%	30,000.00
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6240 · Taxes	0.00	13,377.00	0.00	13,377.00	100.0%	30,000.00
6250 · Miscellaneous	0.00	0.00	1,875.00	-1,875.00	0.0%	4,500.00
6255 · GFOA Reception	0.00	3,555.00	2,100.00	1,455.00	169.29%	15,500.00
6260 · Donations	0.00	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 6100 · OPERATING EXPENSES	51,179.67	217,010.84	248,580.00	-31,569.16	87.3%	683,900.00
6400 · PROGRAM EXPENSES						
6404 · Education Expenses						
6420 · Weekend Training Exp	0.00	0.00	0.00	0.00	0.0%	31,350.00
6480 · Intermediate Governmental Acct.	2,750.00	2,750.00	3,965.00	-1,215.00	69.36%	15,858.00
6491 · CA Local Budgeting Expense	0.00	3,000.00	2,163.00	837.00	138.7%	14,417.00
6494 · Webinar Expenses	0.00	0.00	17,912.00	-17,912.00	0.0%	43,000.00
6595 · Revenue Fundamental	0.00	0.00	0.00	0.00	0.0%	10,092.00
6596 · Revenue Fundamental Expense II	0.00	2,000.00				
6598 · Leadership Skills Exp	0.00	0.00	0.00	0.00	0.0%	2,883.00
Total 6404 · Education Expenses	2,750.00	7,750.00	24,040.00	-16,290.00	32.24%	117,600.00
9000 · Conference Expenses						
9100 · Food & Beverage Expense						
9105 · Registration Prep-Lunch	0.00	211.87	0.00	211.87	100.0%	0.00
9115 · Wednesday-Breakfast	0.00	500.25				
9125 · Wednesday-Lunch	0.00	90,454.18	0.00	90,454.18	100.0%	0.00
9135 · Wednesday-Food-Exhibitor Rece	0.00	25,282.32	0.00	25,282.32	100.0%	0.00
9138 · Wednesday-Beverage-Exhibitor I	0.00	12,074.65	0.00	12,074.65	100.0%	0.00
9140 · Thursday-Breakfast-Chapter Cha	0.00	1,665.23	0.00	1,665.23	100.0%	0.00
9143 · Thursday-Breakfast	0.00	45,114.26	0.00	45,114.26	100.0%	0.00
9147 · Thursday-Lunch	0.00	97,111.04	0.00	97,111.04	100.0%	0.00
9148 · Thursday-PM Break	0.00	17,735.77	0.00	17,735.77	100.0%	0.00
9150 · Friday-Breakfast	0.00	35,413.08	0.00	35,413.08	100.0%	0.00
9155 · Friday-Lunch	0.00	2,741.19	0.00	2,741.19	100.0%	0.00
9195 · Water for Sessions	0.00	4,636.42				
9197 · Food&Beverage-Other	0.00	19,065.41	0.00	19,065.41	100.0%	0.00
9100 · Food & Beverage Expense - Other	0.00	0.00	351,360.00	-351,360.00	0.0%	351,360.00
Total 9100 · Food & Beverage Expense	0.00	352,005.67	351,360.00	645.67	100.18%	351,360.00
9200 · President's Dinners						
9210 · President's Dinner - Food & Bev	0.00	28,992.87	0.00	28,992.87	100.0%	0.00
9220 · Entertain-Transport-Decor-Favor	0.00	1,576.22	0.00	1,576.22	100.0%	0.00
9250 · Pres Dinner-Out of State Guest	0.00	2,275.85	0.00	2,275.85	100.0%	0.00
9200 · President's Dinners - Other	0.00	0.00	41,860.00	-41,860.00	0.0%	41,860.00
Total 9200 · President's Dinners	0.00	32,844.94	41,860.00	-9,015.06	78.46%	41,860.00
9300 · Hosted Event						

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	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9310 · Event Entertainment	0.00	10,730.23	0.00	10,730.23	100.0%	0.00
9320 · Event Food	0.00	60,010.72	0.00	60,010.72	100.0%	0.00
9321 · Event Bar	0.00	0.00	0.00	0.00	0.0%	0.00
9330 · Event Decor	0.00	0.00	0.00	0.00	0.0%	0.00
9340 · Event Other	0.00	2,620.00	0.00	2,620.00	100.0%	0.00
9300 · Hosted Event - Other	0.00	0.00	96,500.00	-96,500.00	0.0%	96,500.00
Total 9300 · Hosted Event	0.00	73,360.95	96,500.00	-23,139.05	76.02%	96,500.00
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	40,500.00	39,500.00	1,000.00	102.53%	39,500.00
9420 · Speaker-Expenses-Lodging	0.00	3,472.55	6,149.00	-2,676.45	56.47%	6,149.00
9430 · Speaker-Expenses-Transportatic	0.00	55.02				
9445 · Speaker-Expenses-Misc	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9400 · Meetings and Training	0.00	44,027.57	45,649.00	-1,621.43	96.45%	45,649.00
9450 · Comps						
9460 · Other Guests Lodging (OOS)	0.00	2,025.93	4,580.00	-2,554.07	44.23%	4,580.00
9462 · Comps - Other	0.00	2,738.85	2,374.00	364.85	115.37%	2,374.00
9465 · Board Scholarships	0.00	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 9450 · Comps	0.00	4,764.78	7,954.00	-3,189.22	59.9%	7,954.00
9475 · Meetings						
9476 · Audio Visual and Lighting	0.00	222,425.32	0.00	222,425.32	100.0%	0.00
9477 · Virtual Platform	0.00	14,580.00	0.00	14,580.00	100.0%	0.00
9478 · General Session - Addl' product	0.00	2,916.80	0.00	2,916.80	100.0%	0.00
9479 · WiFi Internet	0.00	35,009.17	0.00	35,009.17	100.0%	0.00
9480 · Electric Power/Rigging	0.00	21,564.17	0.00	21,564.17	100.0%	0.00
9481 · Reg/Attendance Tracking	0.00	40,341.14	0.00	40,341.14	100.0%	0.00
9485 · Convention/Hotel Other Costs	0.00	76,215.20	0.00	76,215.20	100.0%	0.00
9475 · Meetings - Other	0.00	0.00	421,433.00	-421,433.00	0.0%	421,433.00
Total 9475 · Meetings	0.00	413,051.80	421,433.00	-8,381.20	98.01%	421,433.00
9490 · Pre-Conference Workshop						
9494 · Food & Beverage	0.00	2,018.00	2,630.00	-612.00	76.73%	2,630.00
9495 · Speaker Fees	0.00	3,660.52				
9496 · Pre-Conference-Other	0.00	800.00				
Total 9490 · Pre-Conference Workshop	0.00	6,478.52	2,630.00	3,848.52	246.33%	2,630.00
9500 · Exhibits						
9510 · Decorator Booth Fee	0.00	17,037.54	18,943.00	-1,905.46	89.94%	18,943.00
9530 · Meeting space Additions	0.00	10,412.00	10,500.00	-88.00	99.16%	10,500.00
9540 · Security	0.00	1,339.50	1,250.00	89.50	107.16%	1,250.00
9545 · Exhibit hall game	0.00	117.20	500.00	-382.80	23.44%	500.00
9550 · Sponsor Branded Items	0.00	9,197.78	10,550.00	-1,352.22	87.18%	10,550.00
9500 · Exhibits - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9500 · Exhibits	0.00	38,104.02	41,743.00	-3,638.98	91.28%	41,743.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	683.41	0.00	683.41	100.0%	0.00
9620 · Speaker/Board/Committee Mem	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9600 · Entertainment/Gifts	0.00	683.41	0.00	683.41	100.0%	0.00
9700 · Other Activities						
9732 · Golf Tournament Expenses	614.64	12,220.61	14,050.00	-1,829.39	86.98%	14,050.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
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	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
9750 · Other Event Expenses	0.00	3,440.92	0.00	3,440.92	100.0%	0.00
Total 9700 · Other Activities	614.64	15,661.53	14,050.00	1,611.53	111.47%	14,050.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	0.00	0.00	0.0%	0.00
9810 · Conference Contract Services	0.00	80,267.52	78,890.00	1,377.52	101.75%	78,890.00
9815 · Printing/Copy/Conference Media	0.00	5,670.83	5,000.00	670.83	113.42%	5,000.00
9818 · Office/Telephones/Printer	0.00	0.00	500.00	-500.00	0.0%	500.00
9820 · President Expenses	0.00	474.68	500.00	-25.32	94.94%	500.00
9831 · Supplies-Badges-Ribbons-Etc	0.00	3,445.88	500.00	2,945.88	689.18%	500.00
9840 · Postage & Shipping	0.00	0.00	500.00	-500.00	0.0%	500.00
9875 · Signage	0.00	3,640.71	3,000.00	640.71	121.36%	3,000.00
9890 · Conference Committee Expense	0.00	11,175.58	16,000.00	-4,824.42	69.85%	16,000.00
9895 · Staff Exp Inc. Lodging & Travel	0.00	13,253.77	14,000.00	-746.23	94.67%	14,000.00
Total 9800 · Administration - Conference	0.00	117,928.97	118,890.00	-961.03	99.19%	118,890.00
9000 · Conference Expenses - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9000 · Conference Expenses	614.64	1,098,912.16	1,142,069.00	-43,156.84	96.22%	1,142,069.00
Total 6400 · PROGRAM EXPENSES	3,364.64	1,106,662.16	1,166,109.00	-59,446.84	94.9%	1,259,669.00
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
Total 6900 · OTHER EXPENSES	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
9950 · Prior Period Adjustment	0.00	400.00	0.00	400.00	100.0%	0.00
Total Expense	54,544.31	1,324,073.00	1,415,889.00	-91,816.00	93.52%	1,944,769.00
Net Ordinary Income	-49,098.07	170,196.33	37,604.00	132,592.33	452.6%	-227,504.00
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.03 · North Coast	540.00	1,500.00	0.00	1,500.00	100.0%	0.00
4501.04 · Sacramento Valley	200.00	1,190.00	0.00	1,190.00	100.0%	0.00
4501.05 · East Bay (SF)	0.00	850.00	0.00	850.00	100.0%	0.00
4501.06 · Central Valley	0.00	300.00				
4501.08 · Monterey Bay	-50.00	1,650.00				
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00
4501.11 · Channel Counties	105.00	175.00	0.00	175.00	100.0%	0.00
4501.12 · San Gabriel Valley	0.00	-30.00	0.00	-30.00	100.0%	0.00
4501.13 · Central Los Angeles	0.00	1,505.00	0.00	1,505.00	100.0%	0.00
4501.14 · South Bay (LA)	840.00	510.00	0.00	510.00	100.0%	0.00
4501.16 · Orange County	1,185.00	4,515.00	0.00	4,515.00	100.0%	0.00
4501.17 · Inland Empire	2,970.00	7,660.00	0.00	7,660.00	100.0%	0.00
4501.18 · Coachella Valley	910.00	910.00				
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
4501.20 · Imperial County	-60.00	20.00				
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00	0.00	0.0%	0.00
4501 · Chapter Income - Other	0.00	0.00	41,669.00	-41,669.00	0.0%	100,000.00
Total 4501 · Chapter Income	6,640.00	20,755.00	41,669.00	-20,914.00	49.81%	100,000.00
Total Other Income	6,640.00	20,755.00	41,669.00	-20,914.00	49.81%	100,000.00
Other Expense						
6401 · Chapter Expenses						

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	May 23	Jan - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6401.79 · Current Year Chapter Expenses						
6401.01 · Northwest Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.02 · Northeast Counties	0.00	0.00	0.00	0.00	0.0%	0.00
6401.03 · North Coast	0.00	265.46	0.00	265.46	100.0%	0.00
6401.04 · Sacramento Valley	0.00	2,129.83	0.00	2,129.83	100.0%	0.00
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.0%	0.00
6401.06 · Central Valley	0.00	54.81	0.00	54.81	100.0%	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.0%	0.00
6401.08 · Monterey Bay	0.00	5,079.88	0.00	5,079.88	100.0%	0.00
6401.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.0%	0.00
6401.10 · Central Coast	0.00	0.00	0.00	0.00	0.0%	0.00
6401.11 · Channel Counties	0.00	2,562.00	0.00	2,562.00	100.0%	0.00
6401.12 · San Gabriel Valley	0.00	837.25	0.00	837.25	100.0%	0.00
6401.13 · Central Los Angeles	0.00	1,255.75	0.00	1,255.75	100.0%	0.00
6401.14 · South Bay (LA)	0.00	500.00	0.00	500.00	100.0%	0.00
6401.15 · Desert Mountain	0.00	0.00	0.00	0.00	0.0%	0.00
6401.16 · Orange County	0.00	4,205.65	0.00	4,205.65	100.0%	0.00
6401.17 · Inland Empire	1,120.67	6,137.51	0.00	6,137.51	100.0%	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.0%	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.20 · Imperial County	0.00	0.00	0.00	0.00	0.0%	0.00
6401.79 · Current Year Chapter Expenses	0.00	0.00	42,085.00	-42,085.00	0.0%	101,000.00
Total 6401.79 · Current Year Chapter Expe	1,120.67	23,028.14	42,085.00	-19,056.86	54.72%	101,000.00
Total 6401 · Chapter Expenses	1,120.67	23,028.14	42,085.00	-19,056.86	54.72%	101,000.00
Total Other Expense	1,120.67	23,028.14	42,085.00	-19,056.86	54.72%	101,000.00
Net Other Income	5,519.33	-2,273.14	-416.00	-1,857.14	546.43%	-1,000.00
Net Income	-43,578.74	167,923.19	37,188.00	130,735.19	451.55%	-228,504.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal - Management	159,460.00	153,870.00	5,590.00
4120 · Dues - Other Gov	3,100.00	3,150.00	-50.00
4130 · Dues - Commercial	40,795.00	32,560.00	8,235.00
4140 · Dues - Retired	940.00	820.00	120.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	<u>204,295.00</u>	<u>190,400.00</u>	<u>13,895.00</u>
4200 · Interest Income	5,578.75	644.96	4,933.79
4302 · Magazine Advertising	1,337.50	4,275.00	-2,937.50
4303 · Job Board Post - Member	84,975.00	98,475.00	-13,500.00
4490 · Budget Awards	1,400.00	1,600.00	-200.00
4502 · Sponsorships - Other			
4502.10 · Sponsorship GFOA Reception	0.00	5,000.00	-5,000.00
Total 4502 · Sponsorships - Other	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>
Total 4000 · OPERATING REVENUES	<u>297,586.25</u>	<u>300,394.96</u>	<u>-2,808.71</u>
4500 · PROGRAM REVENUES			
4504 · Education income			
4505 · Webinar	2,225.00	0.00	2,225.00
4520 · Weekend Training			
4525 · Training Event Income	0.00	0.00	0.00
Total 4520 · Weekend Training	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
4570 · Intro to Government	23,700.00	7,250.00	16,450.00
4575 · Investment Accounting	0.00	600.00	-600.00
4590 · Intermediate Government Acct	23,600.00	38,887.50	-15,287.50
4591 · California Local Budgeting	15,750.00	13,350.00	2,400.00
4593 · Capital Assets	0.00	0.00	0.00
4595 · Revenue Fundamentals	0.00	0.00	0.00
4596 · Revenue Fundamentals II	200.00	0.00	200.00
4599 · On Demand Courses	1,125.00	0.00	1,125.00
Total 4504 · Education income	<u>66,600.00</u>	<u>60,087.50</u>	<u>6,512.50</u>
8000 · Conference Revenue			
8100 · Government Registrations			
8102 · Government NonMember	16,245.00	14,660.00	1,585.00
8104 · Government Member	349,810.00	312,445.00	37,365.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	2,140.00	-2,140.00
Total 8100 · Government Registrations	<u>366,055.00</u>	<u>329,245.00</u>	<u>36,810.00</u>
8200 · Commercial Registrations			
8226 · Commercial Exhibitor	59,735.00	53,815.00	5,920.00
8228 · Commercial NonMember	20,825.00	26,345.00	-5,520.00
8229 · Commercial Member	52,170.00	29,793.00	22,377.00
8231 · Comm Non-Memb-Full-Reg	0.00	1,515.00	-1,515.00
8265 · Comm Non-Memb Daily Regular	3,225.00	3,420.00	-195.00
8200 · Commercial Registrations - Other	0.00	0.00	0.00
Total 8200 · Commercial Registrations	<u>135,955.00</u>	<u>114,888.00</u>	<u>21,067.00</u>

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
8300 · Pre-Conference Registrations			
8371 · PreConference-Session A	7,200.00	0.00	7,200.00
8373 · PreConference-Session B	4,200.00	0.00	4,200.00
8375 · PreConference-Session C	3,100.00	0.00	3,100.00
8376 · PreConference-Session D	2,600.00	0.00	2,600.00
8300 · Pre-Conference Registrations - Other	2,000.00	13,540.00	-11,540.00
Total 8300 · Pre-Conference Registrations	<u>19,100.00</u>	<u>13,540.00</u>	<u>5,560.00</u>
8500 · Extra Meals			
8565 · Hosted Evening Event	4,000.00	0.00	4,000.00
8500 · Extra Meals - Other	125.00	5,075.00	-4,950.00
Total 8500 · Extra Meals	<u>4,125.00</u>	<u>5,075.00</u>	<u>-950.00</u>
8600 · Event Registrations			
8610 · Golf	16,565.00	18,340.00	-1,775.00
8630 · Pickleball/Tennis	2,100.00	385.00	1,715.00
Total 8600 · Event Registrations	<u>18,665.00</u>	<u>18,725.00</u>	<u>-60.00</u>
8700 · Exhibitors Fees			
8703 · Sapphire Exhibitor	91,000.00	101,500.00	-10,500.00
8715 · Gold Package	246,000.00	193,562.50	52,437.50
8725 · Silver Package	38,125.00	40,625.00	-2,500.00
8735 · Diamond Package	130,000.00	90,000.00	40,000.00
Total 8700 · Exhibitors Fees	<u>505,125.00</u>	<u>425,687.50</u>	<u>79,437.50</u>
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	12,000.00	14,000.00	-2,000.00
8872 · Additional Sponsorship Monies	250.00	5,062.50	-4,812.50
8800 · Sponsorships - Other	0.00	0.00	0.00
Total 8800 · Sponsorships	<u>12,250.00</u>	<u>19,062.50</u>	<u>-6,812.50</u>
8900 · Conference Miscellaneous			
8905 · Misc Conference Income	10,216.84	0.00	10,216.84
8915 · Hotel Rebate	20,160.00	10,074.48	10,085.52
8920 · Super Bowl Squares - Conference	460.00	0.00	460.00
8925 · Charitable Donations - Conferen	-35,558.76	0.00	-35,558.76
8950 · Virtual Conference Registration	42,330.00	79,000.00	-36,670.00
8900 · Conference Miscellaneous - Other	0.00	0.00	0.00
Total 8900 · Conference Miscellaneous	<u>37,608.08</u>	<u>89,074.48</u>	<u>-51,466.40</u>
Total 8000 · Conference Revenue	<u>1,098,883.08</u>	<u>1,015,297.48</u>	<u>83,585.60</u>
Total 4500 · PROGRAM REVENUES	<u>1,165,483.08</u>	<u>1,075,384.98</u>	<u>90,098.10</u>
Total Income	<u>1,463,069.33</u>	<u>1,375,779.94</u>	<u>87,289.39</u>
Gross Profit	<u>1,463,069.33</u>	<u>1,375,779.94</u>	<u>87,289.39</u>
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	1,263.26	5,603.67	-4,340.41
6106 · Storage Expense	312.72	29.08	283.64
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	0.00	57.75	-57.75
6110 · President's Expense - Other	0.00	5,083.02	-5,083.02
Total 6110 · President's Expense	<u>0.00</u>	<u>5,140.77</u>	<u>-5,140.77</u>
6115 · Board of Directors			
6116 · Board Meeting Expenses	0.00	4,391.20	-4,391.20

California Society of Municipal Finance Officers
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	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
Total 6115 · Board of Directors	0.00	4,391.20	-4,391.20
6140 · Management Services			
6143 · Management Services	78,135.00	75,835.00	2,300.00
6146 · Consultants			
6146.10 · Coleman Services	5,050.00	5,542.62	-492.62
6146.20 · CDC - Support	4,000.00	2,700.00	1,300.00
6146 · Consultants - Other	0.00	6,000.00	-6,000.00
Total 6146 · Consultants	9,050.00	14,242.62	-5,192.62
6147 · Professional Fees	0.00	357.50	-357.50
6470 · Webinar Program Services	5,000.00	5,000.00	0.00
6140 · Management Services - Other	0.00	2,800.00	-2,800.00
Total 6140 · Management Services	92,185.00	98,235.12	-6,050.12
6148 · Payroll			
6148.10 · Wages	34,327.50	21,378.50	12,949.00
6148.20 · Payroll Taxes - Federal	2,934.06	1,677.46	1,256.60
6148.30 · Payroll Taxes - State	0.00	245.01	-245.01
6148.50 · Payroll Processing Expense	357.00	280.00	77.00
6148.63 · Executive Director - Outreach	2,645.59	0.00	2,645.59
Total 6148 · Payroll	40,264.15	23,580.97	16,683.18
6150 · Office Supplies	1,685.64	667.80	1,017.84
6155 · Merchant Fees/Bank Chgs.	26,019.27	23,263.03	2,756.24
6160 · Awards	0.00	498.14	-498.14
6165 · Printing			
6166 · Printing, copying, and admin	640.22	31.24	608.98
6167 · Directory	8,128.43	0.00	8,128.43
6165 · Printing - Other	20.48	0.00	20.48
Total 6165 · Printing	8,789.13	31.24	8,757.89
6170 · Magazine	10,283.99	10,930.13	-646.14
6175 · Postage	1,750.46	213.85	1,536.61
6185 · Telephone/Bridge Calls	251.45	179.34	72.11
6190 · Web and Technology			
6191 · DataBase Expense	0.00	228.53	-228.53
6192 · Web site	2,500.00	2,500.00	0.00
6195 · Web Site Hosting Fee	0.00	2,097.96	-2,097.96
6190 · Web and Technology - Other	10,859.92	12,839.96	-1,980.04
Total 6190 · Web and Technology	13,359.92	17,666.45	-4,306.53
6200 · Travel/Staff Expenses	2,335.85	667.20	1,668.65
6230 · Insurance	1,578.00	2,118.00	-540.00
6240 · Taxes			
6242 · Current Year Taxes	13,377.00	0.00	13,377.00
Total 6240 · Taxes	13,377.00	0.00	13,377.00
6255 · GFOA Reception	3,555.00	2,225.00	1,330.00
Total 6100 · OPERATING EXPENSES	217,010.84	195,440.99	21,569.85
6400 · PROGRAM EXPENSES			
6404 · Education Expenses			
6480 · Intermediate Governmental Acct.	2,750.00	2,750.00	0.00
6491 · CA Local Budgeting Expense	3,000.00	1,500.00	1,500.00
6596 · Revenue Fundamental Expense II	2,000.00	0.00	2,000.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
Total 6404 · Education Expenses	7,750.00	4,250.00	3,500.00
9000 · Conference Expenses			
9100 · Food & Beverage Expense			
9105 · Registration Prep-Lunch	211.87	620.64	-408.77
9115 · Wednesday-Breakfast	500.25	0.00	500.25
9125 · Wednesday-Lunch	90,454.18	87,359.93	3,094.25
9135 · Wednesday-Food-Exhibitor Recept	25,282.32	21,455.72	3,826.60
9138 · Wednesday-Beverage-Exhibitor Re	12,074.65	8,966.15	3,108.50
9140 · Thursday-Breakfast-Chapter Chai	1,665.23	2,700.15	-1,034.92
9143 · Thursday-Breakfast	45,114.26	57,235.45	-12,121.19
9147 · Thursday-Lunch	97,111.04	67,503.69	29,607.35
9148 · Thursday-PM Break	17,735.77	15,002.03	2,733.74
9150 · Friday-Breakfast	35,413.08	36,001.97	-588.89
9155 · Friday-Lunch	2,741.19	2,245.57	495.62
9195 · Water for Sessions	4,636.42	0.00	4,636.42
9197 · Food&Beverage-Other	19,065.41	13,725.04	5,340.37
9100 · Food & Beverage Expense - Other	0.00	104.86	-104.86
Total 9100 · Food & Beverage Expense	352,005.67	312,921.20	39,084.47
9200 · President's Dinners			
9210 · President's Dinner - Food & Bev	28,992.87	25,351.52	3,641.35
9220 · Entertain-Transport-Decor-Favor	1,576.22	3,346.88	-1,770.66
9250 · Pres Dinner-Out of State Guest	2,275.85	4,777.29	-2,501.44
Total 9200 · President's Dinners	32,844.94	33,475.69	-630.75
9300 · Hosted Event			
9310 · Event Entertainment	10,730.23	27,806.19	-17,075.96
9320 · Event Food	60,010.72	101,357.06	-41,346.34
9321 · Event Bar	0.00	17,603.39	-17,603.39
9330 · Event Decor	0.00	3,645.13	-3,645.13
9340 · Event Other	2,620.00	0.00	2,620.00
Total 9300 · Hosted Event	73,360.95	150,411.77	-77,050.82
9400 · Meetings and Training			
9410 · Speakers-Honorarium	40,500.00	42,500.00	-2,000.00
9420 · Speaker-Expenses-Lodging	3,472.55	5,057.46	-1,584.91
9430 · Speaker-Expenses-Transportation	55.02	0.00	55.02
9445 · Speaker-Expenses-Misc	0.00	21.69	-21.69
Total 9400 · Meetings and Training	44,027.57	47,579.15	-3,551.58
9450 · Comps			
9460 · Other Guests Lodging (OOS)	2,025.93	2,724.33	-698.40
9462 · Comps - Other	2,738.85	2,075.68	663.17
9465 · Board Scholarships	0.00	72.00	-72.00
Total 9450 · Comps	4,764.78	4,872.01	-107.23
9475 · Meetings			
9476 · Audio Visual and Lighting	222,425.32	185,395.75	37,029.57
9477 · Virtual Platform	14,580.00	41,135.00	-26,555.00
9478 · General Session - Addl' product	2,916.80	8,605.82	-5,689.02
9479 · WiFi Internet	35,009.17	11,080.00	23,929.17
9480 · Electric Power/Rigging	21,564.17	44,360.09	-22,795.92
9481 · Reg/Attendance Tracking	40,341.14	37,523.07	2,818.07

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
9485 · Convention/Hotel Other Costs	76,215.20	125.00	76,090.20
9475 · Meetings - Other	0.00	7,159.91	-7,159.91
Total 9475 · Meetings	413,051.80	335,384.64	77,667.16
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	2,018.00	1,716.46	301.54
9495 · Speaker Fees	3,660.52	0.00	3,660.52
9496 · Pre-Conference-Other	800.00	0.00	800.00
Total 9490 · Pre-Conference Workshop	6,478.52	1,716.46	4,762.06
9500 · Exhibits			
9510 · Decorator Booth Fee	17,037.54	23,361.95	-6,324.41
9530 · Meeting space Additions	10,412.00	7,401.00	3,011.00
9540 · Security	1,339.50	955.00	384.50
9545 · Exhibit hall game	117.20	1,397.44	-1,280.24
9550 · Sponsor Branded Items	9,197.78	6,403.76	2,794.02
9500 · Exhibits - Other	0.00	0.00	0.00
Total 9500 · Exhibits	38,104.02	39,519.15	-1,415.13
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	683.41	59,927.62	-59,244.21
9620 · Speaker/Board/Committee Memento	0.00	5,240.16	-5,240.16
Total 9600 · Entertainment/Gifts	683.41	65,167.78	-64,484.37
9700 · Other Activities			
9732 · Golf Tournament Expenses	12,220.61	17,348.86	-5,128.25
9750 · Other Event Expenses	3,440.92	150.00	3,290.92
Total 9700 · Other Activities	15,661.53	17,498.86	-1,837.33
9800 · Administration - Conference			
9805 · Conference Marketing	0.00	239.37	-239.37
9810 · Conference Contract Services	80,267.52	74,157.52	6,110.00
9815 · Printing/Copy/Conference Media	5,670.83	4,891.79	779.04
9820 · President Expenses	474.68	495.37	-20.69
9831 · Supplies-Badges-Ribbons-Etc	3,445.88	318.15	3,127.73
9840 · Postage & Shipping	0.00	750.63	-750.63
9875 · Signage	3,640.71	4,995.79	-1,355.08
9890 · Conference Committee Expenses	11,175.58	7,174.39	4,001.19
9895 · Staff Exp Inc. Lodging & Travel	13,253.77	13,288.16	-34.39
Total 9800 · Administration - Conference	117,928.97	106,311.17	11,617.80
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	1,098,912.16	1,114,857.88	-15,945.72
Total 6400 · PROGRAM EXPENSES	1,106,662.16	1,119,107.88	-12,445.72
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	0.00	23,250.00	-23,250.00
Total 6900 · OTHER EXPENSES	0.00	23,250.00	-23,250.00
9950 · Prior Period Adjustment	400.00	4,500.00	-4,100.00
Total Expense	1,324,073.00	1,342,298.87	-18,225.87
Net Ordinary Income	138,996.33	33,481.07	105,515.26
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.03 · North Coast	1,500.00	1,525.00	-25.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through May 2023

	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>\$ Change</u>
4501.04 · Sacramento Valley	1,190.00	400.00	790.00
4501.05 · East Bay (SF)	850.00	0.00	850.00
4501.06 · Central Valley	300.00	0.00	300.00
4501.08 · Monterey Bay	1,650.00	0.00	1,650.00
4501.09 · South San Joaquin	0.00	300.00	-300.00
4501.11 · Channel Counties	175.00	0.00	175.00
4501.12 · San Gabriel Valley	-30.00	0.00	-30.00
4501.13 · Central Los Angeles	1,505.00	0.00	1,505.00
4501.14 · South Bay (LA)	510.00	0.00	510.00
4501.16 · Orange County	4,515.00	555.00	3,960.00
4501.17 · Inland Empire	7,660.00	1,220.00	6,440.00
4501.18 · Coachella Valley	910.00	0.00	910.00
4501.20 · Imperial County	20.00	0.00	20.00
4501.21 · Bay Area (Peninsula-East Bay)	0.00	0.00	0.00
Total 4501 · Chapter Income	<u>20,755.00</u>	<u>4,000.00</u>	<u>16,755.00</u>
49910 · Unidentified Transactions	0.00	0.00	0.00
Total Other Income	<u>20,755.00</u>	<u>4,000.00</u>	<u>16,755.00</u>
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			
6401.03 · North Coast	265.46	0.00	265.46
6401.04 · Sacramento Valley	2,129.83	0.00	2,129.83
6401.06 · Central Valley	54.81	0.00	54.81
6401.08 · Monterey Bay	5,079.88	0.00	5,079.88
6401.09 · South San Joaquin	0.00	117.96	-117.96
6401.11 · Channel Counties	2,562.00	0.00	2,562.00
6401.12 · San Gabriel Valley	837.25	0.00	837.25
6401.13 · Central Los Angeles	1,255.75	0.00	1,255.75
6401.14 · South Bay (LA)	500.00	0.00	500.00
6401.16 · Orange County	4,205.65	75.00	4,130.65
6401.17 · Inland Empire	6,137.51	150.93	5,986.58
Total 6401.79 · Current Year Chapter Expenses	<u>23,028.14</u>	<u>343.89</u>	<u>22,684.25</u>
Total 6401 · Chapter Expenses	<u>23,028.14</u>	<u>343.89</u>	<u>22,684.25</u>
Total Other Expense	<u>23,028.14</u>	<u>343.89</u>	<u>22,684.25</u>
Net Other Income	<u>-2,273.14</u>	<u>3,656.11</u>	<u>-5,929.25</u>
Net Income	<u><u>136,723.19</u></u>	<u><u>37,137.18</u></u>	<u><u>99,586.01</u></u>

California Society of Municipal Finance Officers
Chapter Income and Expense
January through May 2023

	Central Los Angeles (Chapters)	Central Valley (Chapters)	Channel Counties (Chapters)	Coachella Valley (Chapters)	East Bay (Chapters)
Other Income/Expense					
Other Income					
4501 - Chapter Income	1,505.00	300.00	175.00	910.00	850.00
Total Other Income	1,505.00	300.00	175.00	910.00	850.00
Other Expense					
6401 - Chapter Expenses	1,255.75	54.81	2,562.00	0.00	0.00
Total Other Expense	1,255.75	54.81	2,562.00	0.00	0.00
Net Other Income	249.25	245.19	-2,387.00	910.00	850.00
Net Income	249.25	245.19	-2,387.00	910.00	850.00

California Society of Municipal Finance Officers
Chapter Income and Expense
January through May 2023

	Imperial County (Chapters)	Inland Empire (Chapters)	Monterey Bay (Chapters)	North Coast (Chapters)	Orange County (Chapters)	Sacramento Valley (Chapters)
Other Income/Expense						
Other Income						
4501 · Chapter Income	20.00	7,660.00	1,650.00	1,500.00	4,840.00	1,190.00
Total Other Income	<u>20.00</u>	<u>7,660.00</u>	<u>1,650.00</u>	<u>1,500.00</u>	<u>4,840.00</u>	<u>1,190.00</u>
Other Expense						
6401 · Chapter Expenses	0.00	6,137.51	5,079.88	265.46	4,205.65	2,129.83
Total Other Expense	<u>0.00</u>	<u>6,137.51</u>	<u>5,079.88</u>	<u>265.46</u>	<u>4,205.65</u>	<u>2,129.83</u>
Net Other Income	<u>20.00</u>	<u>1,522.49</u>	<u>-3,429.88</u>	<u>1,234.54</u>	<u>634.35</u>	<u>-939.83</u>
Net Income	<u><u>20.00</u></u>	<u><u>1,522.49</u></u>	<u><u>-3,429.88</u></u>	<u><u>1,234.54</u></u>	<u><u>634.35</u></u>	<u><u>-939.83</u></u>

California Society of Municipal Finance Officers
Chapter Income and Expense
January through May 2023

	San Gabriel Valley (Chapters)	South San Joaquin Valley (Chapters)	SouthBay (LA) (Chapters)	Total Chapters	TOTAL
Other Income/Expense					
Other Income					
4501 - Chapter Income	10.00	0.00	510.00	21,120.00	21,120.00
Total Other Income	<u>10.00</u>	<u>0.00</u>	<u>510.00</u>	<u>21,120.00</u>	<u>21,120.00</u>
Other Expense					
6401 - Chapter Expenses	0.00	0.00	500.00	22,190.89	22,190.89
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>22,190.89</u>	<u>22,190.89</u>
Net Other Income	<u>10.00</u>	<u>0.00</u>	<u>10.00</u>	<u>-1,070.89</u>	<u>-1,070.89</u>
Net Income	<u><u>10.00</u></u>	<u><u>0.00</u></u>	<u><u>10.00</u></u>	<u><u>-1,070.89</u></u>	<u><u>-1,070.89</u></u>

California Society of Municipal Finance Officers

Check Detail

May 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check		05/11/2023	David Cain {v}	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check		05/11/2023	Disneyland Resort	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check		05/11/2023	Ernie Reyna [v]	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check		05/11/2023	Meeting & Association Mgmt Services	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check		05/11/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check		05/11/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
TOTAL						0.00
	Check		05/12/2023	County of Merced	1004 · Bank of America - 1982	
TOTAL						0.00
	Check	EFT	05/01/2023	Merchant Service	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(2,696.82)
TOTAL						(2,696.82)
	Check	EFT	05/05/2023	Remote Deposit Fee	1004 · Bank of America - 1982	
					6155 · Merchant Fees/Bank Chgs.	(15.00)
TOTAL						(15.00)

California Society of Municipal Finance Officers

Check Detail

May 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check	EFT	05/19/2023	ADP, Inc.	1004 · Bank of America - 1982	
					6148.50 · Payroll Processing Expense	(73.50)
TOTAL						(73.50)
	Check	ADP-Apr23	05/10/2023	ADP, Inc.	1004 · Bank of America - 1982	
					2111 · Federal Payroll Withholdings	(2,188.43)
					2112 · State Payroll Withholdings	(896.42)
					6148.20 · Payroll Taxes - Federal	(576.24)
TOTAL						(3,661.09)
	Check	ADP-Apr2023	05/10/2023	Rousseau, Jean	1004 · Bank of America - 1982	
					6148.10 · Wages	(7,532.50)
					2111 · Federal Payroll Withholdings	2,188.43
					2112 · State Payroll Withholdings	896.42
TOTAL						(4,447.65)
	Bill Pmt -Check	7649	05/10/2023	David Cain {v}	1004 · Bank of America - 1982	
	Bill	140	04/27/2023		6491 · CA Local Budgeting Expense	(1,500.00)
TOTAL						(1,500.00)
	Bill Pmt -Check	7650	05/10/2023	Disneyland Resort	1004 · Bank of America - 1982	
	Bill	9503622129	04/28/2023		1260 · Prepaid Expense Conference	(1,276.47)
TOTAL						(1,276.47)
	Bill Pmt -Check	7651	05/10/2023	Ernie Reyna [v]	1004 · Bank of America - 1982	
	Bill	05082023	05/08/2023		1260 · Prepaid Expense Conference	(700.65)
TOTAL						(700.65)
	Bill Pmt -Check	7652	05/10/2023	Meeting & Association Mgmt Services	1004 · Bank of America - 1982	
	Bill	5.2.23	05/02/2023		1260 · Prepaid Expense Conference	(797.16)

California Society of Municipal Finance Officers

Check Detail

May 2023

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						(797.16)
	Bill Pmt -Check	7653	05/10/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3828889-0	05/01/2023		6170 · Magazine	(8,736.00)
					6170 · Magazine	(297.00)
TOTAL						(9,033.00)
	Bill Pmt -Check	7654	05/10/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230138	04/27/2023		6190 · Web and Technology	(53.50)
					6190 · Web and Technology	(77.99)
					6401.17 · Inland Empire	(849.75)
					6190 · Web and Technology	(101.00)
					6150 · Office Supplies	(12.50)
					6175 · Postage	(16.50)
					6150 · Office Supplies	(816.13)
					6175 · Postage	(3.47)
					6401.17 · Inland Empire	(1,347.00)
					6190 · Web and Technology	(11.99)
					6175 · Postage	(23.62)
					6175 · Postage	(18.95)
					6175 · Postage	(24.90)
					6190 · Web and Technology	(4.99)
					6175 · Postage	(3.47)
					6401.17 · Inland Empire	(2,750.00)
					6401.12 · San Gabriel Valley	(837.25)
					6105 · Marketing/Membership	(125.01)
					6190 · Web and Technology	(58.00)
					6401.14 · South Bay (LA)	(500.00)
					6190 · Web and Technology	(77.99)
					6175 · Postage	(202.66)
					6165 · Printing	(7.28)
					6150 · Office Supplies	(5.90)
					6190 · Web and Technology	(101.00)
					6170 · Magazine	(49.00)
					6170 · Magazine	(19.00)
					6190 · Web and Technology	(12.50)

California Society of Municipal Finance Officers

Check Detail

May 2023

Type	Num	Date	Name	Account	Paid Amount
				6190 · Web and Technology	(59.00)
				6190 · Web and Technology	(11.99)
				6401.16 · Orange County	(1,949.50)
				6200 · Travel/Staff Expenses	(8.60)
				6200 · Travel/Staff Expenses	(62.83)
				6200 · Travel/Staff Expenses	(30.38)
Bill	20230125	05/01/2023		6143 · Management Services	(15,127.00)
				6143 · Management Services	(700.00)
				2003 · A/P Other- SMA Conference	(4,107.69)
TOTAL					(30,168.34)
Check	7655	05/11/2023	County of Merced	1004 · Bank of America - 1982	
Credit Memo	YM200015309	05/01/2023		8373 · PreConference-Session B	(200.00)
TOTAL					(200.00)
Bill Pmt -Check	7656	05/10/2023	Jean Rousseau [v]	1004 · Bank of America - 1982	
Bill	05102023	05/10/2023		6148.63 · Executive Director - Outreach	(2,560.59)
TOTAL					(2,560.59)
Bill Pmt -Check	7657	05/10/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
Bill	3828978-0	05/01/2023		6170 · Magazine	(1,182.99)
TOTAL					(1,182.99)
Check	7658	05/11/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
TOTAL					0.00
Check	7659	05/11/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
TOTAL					0.00
Check	7660	05/11/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
TOTAL					0.00

California Society of Municipal Finance Officers

Check Detail

May 2023

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	7661	05/24/2023	AEG Management Plan Palm Springs I	1004 · Bank of America - 1982	
	Bill	13042-710 D1	05/17/2023		9485 · Convention/Hotel Other Costs	(8,572.00)
TOTAL						(8,572.00)
	Bill Pmt -Check	7662	05/24/2023	Harriet Commons {v}	1004 · Bank of America - 1982	
	Bill	2023--CDC-02	05/06/2023		6146.20 · CDC - Support	(1,000.00)
					6146.20 · CDC - Support	(1,000.00)
TOTAL						(2,000.00)
	Bill Pmt -Check	7663	05/24/2023	Pacific Storage Company	1004 · Bank of America - 1982	
	Bill	4220496	04/30/2023		6106 · Storage Expense	(73.68)
TOTAL						(73.68)
	Bill Pmt -Check	7664	05/24/2023	Rodger's Catering	1004 · Bank of America - 1982	
	Bill	48046	04/17/2023		6401.13 · Central Los Angeles	(1,255.75)
TOTAL						(1,255.75)
	Bill Pmt -Check	7665	05/24/2023	Sierra Office Supply & Printing	1004 · Bank of America - 1982	
	Bill	3832470-0	05/17/2023		6167 · Directory	(538.31)
	Bill	3832517-0	05/17/2023		6167 · Directory	(6,118.00)
	Bill	3832861-0	05/17/2023		6167 · Directory	(1,472.12)
TOTAL						(8,128.43)
	Bill Pmt -Check	7666	05/24/2023	Smith Moore and Associates, Inc.	1004 · Bank of America - 1982	
	Bill	20230112	03/30/2023		9477 · Virtual Platform	(4,500.00)
TOTAL						(4,500.00)
	Bill Pmt -Check	7667	05/24/2023	Speak Inc	1004 · Bank of America - 1982	
	Bill	23961-2410-D	05/04/2023		9410 · Speakers-Honorarium	(13,250.00)
TOTAL						(13,250.00)

California Society of Municipal Finance Officers

Check Detail

May 2023

	Type	Num	Date	Name	Account	Paid Amount
	Check	7668	05/24/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
	Credit Memo	YM200015160	05/11/2023		8300 · Pre-Conference Registrations	(200.00)
TOTAL						(200.00)
	Check	7669	05/24/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
	Credit Memo	YM200015160	05/11/2023		8300 · Pre-Conference Registrations	(100.00)
TOTAL						(100.00)
	Check	7670	05/24/2023	Larsen Wurzel & Associates, Inc.	1004 · Bank of America - 1982	
	Credit Memo	YM200015160	05/11/2023		8300 · Pre-Conference Registrations	(100.00)
TOTAL						(100.00)
	Bill Pmt -Check	7671	05/24/2023	Irwin B Bornstein [v]	1004 · Bank of America - 1982	
	Bill	346	05/11/2023		6480 · Intermediate Governmental Acct.	(2,750.00)
TOTAL						(2,750.00)
	Bill Pmt -Check	7672	05/24/2023	Harriet Commons {v}	1004 · Bank of America - 1982	
TOTAL						0.00
	Bill Pmt -Check	7673	05/24/2023	Lance Soll & Lunghard, LLP	1004 · Bank of America - 1982	
	Bill	05222023	05/22/2023		9732 · Golf Tournament Expenses	(614.64)
TOTAL						(614.64)



CSMFO Executive Committee

Agenda

May 10, 2023

- 2023 Strategic Goals - Executive Committee
 - Quick Hit, “A Day in the Life of a Finance Officer”
 - Succession planning – Completed and ongoing
 - Define “Finance Officer” and establish criteria for leadership participation
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
- 2023 Strategic Goals - Executive Director
 - QR Codes for membership directory, first time chapter meetings and conference program – Completed and ongoing
 - Produce data driven analytics to measure program success via LMS and registration. Data to include membership, engagement (trainings & participation, and career growth.) – Working with SMA to accumulate data and pushing them to provide a proposal.
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
 - More strategic approach to communication; internal and external communications audit (members, industry and internal communications) – Will wait until after Strategic Action Planning meeting per David. Some vendors have already been identified.
 - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship programs, not just technical class attendance/growth. - Somewhat tied to analytics proposal above and pushing SMA for a proposal.

* Responsibility of both the Executive Committee and Executive Director

- More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis – Membership brochure update in progress and tied somewhat to the strategic approach to communication item above.
 - Succession planning – Completed and ongoing
 - Engage new agencies – Ongoing, unfinished business from 2022
 - Formalize Board, Committee, and Chapter Orientation and Metrics – Will bring item forward in June Board meeting.
-
- Agenda Items Tracking for June 15th Board Meeting
 - 2023 Action Plan (Rich)
 - Board, Committee and Chapter orientation (Jean)
 - Finance Committee procedures (Margaret)
-
- SMA contract information – attached communication from Teri
 - June Executive Committee meeting date change, CATTC 6/13-6/16
 - Jennifer Wakeman's recommendation about the Membership Committee duties at the conference
 - Stanford fellowship for local government
 - CMTA Request at GFOA Reception



CSMFO Executive Committee

Agenda

June 12, 2023

- 2023 Strategic Goals - Executive Committee
 - Quick Hit, “A Day in the Life of a Finance Officer”
 - Succession planning – Completed and ongoing
 - Define “Finance Officer” and establish criteria for leadership participation
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
- 2023 Strategic Goals - Executive Director
 - QR Codes for membership directory, first time chapter meetings and conference program – Completed and ongoing
 - Produce data driven analytics to measure program success via LMS and registration. Data to include membership, engagement (trainings & participation, and career growth.) – Received initial information from SMA for last 5 years, working with Harriet and the CDC on to review the data and provide CPE information.
 - Improve communication between committees and avoid redundancy* - Completed and ongoing
 - More strategic approach to communication; internal and external communications audit (members, industry and internal communications) – Will wait until after Strategic Action Planning meeting per David. Some vendors have already been identified.
 - Annual performance measurements on website; track membership professional growth/career advancement; cohort and mentorship

* Responsibility of both the Executive Committee and Executive Director

programs, not just technical class attendance/growth. - Somewhat tied to analytics proposal above and pushing SMA for a proposal.

- More presence on LinkedIn/more analytics; evaluate contracted/hired communications manager; update membership brochure; gap analysis – Membership brochure update in progress and tied somewhat to the strategic approach to communication item above.
 - Succession planning – Completed and ongoing
 - Engage new agencies – Ongoing, unfinished business from 2022
 - Formalize Board, Committee, and Chapter Orientation and Metrics – Recommended item on June 2023 Board meeting agenda.
- Agenda Items Tracking for June 15th Board Meeting
 - 2023 Action Plan (Rich)
 - Board, Committee and Chapter orientation (Jean)
 - Long Term Financial Planning Update and Direction (Margaret)
 - CPFO Program Update and Direction (Margaret)
 - Proposed New Core Course on Financial Management and Analysis (Nick)

Consent Contracts:

- 2024 Annual Conference – CVENT
 - 2024 Annual Conference – Tricord
 - 2024 Annual Conference – Mariana Atencio
 - Disneyland Hotel Strategic Planning Contract
-
- Recognition Committee – Doing away with the ACFR Award
 - eRepublic request for a free training on Cyber Security
 - SMA contract information – split M&AMs out or leave in
 - Michael Coleman's succession plan
 - SMA's calendaring issues
 - PPAC meeting

- O'Dell Scholarship
- Meeting time for in-person Board meeting in San Mateo, August 16, 2023

AGREEMENT

Thank you for choosing the *Disneyland® Resort*.

This Agreement (this "**Agreement**"), dated as of May 26, 2023, between Disney Destinations, LLC ("**Disney**") and Meeting Management Associates (the "**Organization**"), when fully executed, confirms the understanding between Organization and Disney for Organization's meeting (the "**Event**") to be held at Disneyland Hotel (whether one (1) hotel or more, the "**Hotel**") located in the *Disneyland® Resort* (the "**Resort**"). If there are more than one (1) hotel, the term the "Hotel" shall be interpreted to mean the applicable Hotel.

1. GENERAL INFORMATION

Organization's Contact Information

Organization: California Society of Municipal Finance Officers
Representative: Jean Rousseau
Title: Executive Director
Address: c/o Smith Moore & Associates
808 R. St.
Sacramento, CA
95811 USA
Phone Number: (951) 377-9705
E-mail Address: marisa@meeting-management.com
Organization's Event Name: CSMFO Planning Session 2023
Program Dates: Sunday, October 15, 2023 to Tuesday, October 17, 2023
Peak Nights: Sunday, October 15, 2023 to Tuesday, October 17, 2023
Hotel: Disneyland® Hotel

Disney's Contact Information

Organization: Disney Destinations, LLC
Contact: Laura Fitzgerald
Title: Senior Sales Manager
Address: 1150 W. Magic Way
Anaheim, CA 92802
Phone Number: (714) 956-6518
E-mail Address: laura.fitzgerald@email.disney.com
Group Booking Reference: GDCJ23A

2. KEY DATES

Agreement Due Date: Friday, June 9, 2023 (the "**Agreement Due Date**")
Reservation Cut-Off Date: Monday, September 25, 2023 (the "**Cut-Off Date**")
Room Block Reduction Date: Monday, September 25, 2023 (the "**Room Block Reduction Date**") (See "**Attrition of Room Nights**" Section of this Agreement)

3. GUEST ROOMS, GUEST ROOM BLOCK AND GROUP ROOM RATES –remerge block

At Organization's request, Disney is holding the following Hotel guest rooms and suites, if listed, for the Event (individually, a "**Guest Room**," and collectively, the "**Guest Room Block**") at the rates (individually, a "**Group Room Rate**," and collectively, the "**Group Room Rates**") listed below:

Property	Room Type	10/14	10/15	10/16	Total	
		Sat	Sun	Mon		
Disneyland® Hotel	Standard Room	15	45	45	105	
		\$264.00	\$264.00	\$264.00		
	Premium View Room	0	3	3	6	
		\$264.00	\$264.00	\$264.00		
	TOTAL		15	48	48	111

Check-in time is after 3:00 p.m. Check-out time is before 11:00 a.m.

Suites, Deluxe View and Premium View Guest Rooms are only guaranteed if outlined in the Guest Room Block. Otherwise, Suites, Deluxe View and Premium View Guest Rooms are subject to availability and prevailing rates apply. All room type designations are determined by Disney in its sole and absolute discretion.

Subject to space and rate availability (as determined by Disney), guest rooms at the Hotel may be reserved at the applicable Group Room Rates for the three (3) days before the first Program Date identified in the "General Information" Section of this

Agreement and the three (3) days after the last Program Date for attendees of the Event ("**Attendees**") wishing to extend their stays.

The Group Room Rates are subject to applicable Taxes (defined in the "Taxes and Assessments" Section of the Additional Terms and Conditions to this Agreement), including, without limitation, City of Anaheim occupancy taxes (currently fifteen percent (15%)) and the applicable Anaheim Improvement District assessment (currently two percent (2%)). No resort fee will be added.

4. PARKING

Attendees who stay overnight at the Hotel will be charged either, as applicable, the self-parking fee applicable at the time of the Event (currently Thirty Five Dollars (\$35.00) per car, per night), or the valet parking fee applicable at the time of the Event (currently Sixty Five Dollars (\$65.00) per car, per night), each with in/out privileges.

Attendees who drive-on and are not overnight guests of the Hotel will be charged either, as applicable, the self-parking fee applicable at the time of the Event (currently Thirty Five Dollars (\$35.00) per car, per day) or the valet parking fee applicable at the time of the Event (currently Sixty Five Dollars (\$65.00) per car, per day), each for once in, once out privileges and not for in/out privileges.

All parking fees are subject to applicable Taxes.

5. COMMISSION

Disney will pay to Company (listed below), at the address listed below, a commission of ten percent (10%) of the Group Room Rates, less any rebates and/or other similar payments (the rebate and/or other payments will be deducted from the Group Room Rates prior to calculating the commission due), on all paid and occupied Guest Rooms. The commission will be paid thirty (30) days after the end of the Event or once Organization's master account and all other amounts due from Organization under this Agreement have been paid in full, whichever is later. Attendees may, in Disney's sole and absolute discretion, be notified of such commission information, upon request by an Attendee. No commissions are payable on staff rooms. No other commissions and/or other similar payments will be due and payable by Disney to Organization or any other person/entity for any reason unless agreed to in writing by Disney. If other commissions and/or payments are due and payable by Disney to any other person/entity, Disney may change the Group Room Rates as a result of such commissions and/or payments and Disney may notify Attendees of such commission/payment information. Disney did not raise the guest room rate due to commission and honored the guest room rate for the planning meeting that is being honored for the annual conference in 2024.

Ten percent (10%) commission is payable to:

Company: Meeting & Association Management Services Inc.
Mailing Address: 17605 Mockingbird Hill Circle
Riverside, CA
92504 USA
Phone Number: (951) 377-9705
Attention: Teri Anticevich

6. UPGRADED ROOMS

Disney will upgrade Six (6) Guest Room night(s) from the Guest Room Block to Premium View room(s) and Organization will pay the prevailing group rate per night (plus applicable Taxes and fees) for such upgraded Guest Rooms listed below. Such upgraded Guest Room nights will be assigned to Organization by Organization's assigned Disney Catering & Convention Services Manager only if and after at least eighty percent (80%) of the Guest Rooms in the original Guest Room Block (prior to any permitted reductions in the Guest Room Block) have been picked-up with guaranteed reservations at the Group Room Rates on or prior to the Cut-Off Date identified in the "General Information" Section of this Agreement. Should Organization fail to meet this contingency by the Cut-Off Date, Disney may lower the number of upgraded Guest Room nights it will provide to Organization or provide no upgraded Guest Room nights to Organization. Additional nights will be extended, subject to availability, at the prevailing rack rate per night (plus applicable Taxes and fees). Notwithstanding anything to the contrary contained in this Agreement, any discounted staff rooms will not be considered in determining the number of upgraded room nights, if any, to be credited to Organization's master account pursuant to this Agreement.

Suite(s) Type	Arrival Date	Departure Date
(3) Premium View Room	October 15, 2023	October 17, 2023

7. COMPLIMENTARY GUEST ROOM ALLOTMENT

For every fifty (50) Guest Room nights occupied and paid for by Organization or Attendees at Organization's applicable Group Room Rates from the Guest Room Block (on a cumulative basis) and posted to Organization's master account, Disney will credit against the total amount due under Organization's master account an amount equal to Organization's applicable Group Room Rate (for one (1) standard guest room for one (1) night, excluding room service, telephone and other similar charges, Taxes and fees). Notwithstanding anything to the contrary contained in this Agreement, any discounted staff rooms will not be considered in determining the aforesaid credit.

8. ROOM RESERVATIONS

ROOMING LIST

Disney understands that all reservations for Attendees will be made by **CSMFO ("Meeting Planner")** or Organization's representative providing a rooming list to Disney by the Cut-Off Date. To ensure the Hotel receives all the necessary information, the rooming list must be in Disney's room list format for automatic upload. The Meeting Planner or Organization's representative will be given access to make, modify or cancel reservations after the first list is uploaded and/or Disney will publish a website for Attendees to access to manage their modifications or changes themselves. Please request access to the website from Disney's Group Reservation Specialist prior to submitting the rooming list. Reservations must be made on or before the Cut-Off Date in order to be eligible for the Group Room Rates. The rooming list must include (among other information) the Guest Rooms to be occupied by Organization's staff, speakers and VIPs as well as the assignment of any upgrade or complimentary Guest Rooms. For guests with disabilities needing accessible rooms, one of the following room types should be noted so Disney can make efforts to accommodate their needs: King or 2 Queen beds with 1) Wheelchair Access/Roll-in Shower/Option for Hearing Accessibility; 2) Wheelchair Access/Tub/Option for Hearing Accessibility; or 3) Hearing Accessible - Visual Alarms & Notifications.

9. ROOM AUDIT

The Organization can provide to Disney an event registration list and Disney will audit it against the Hotels' registration; any rooms found to be on both the Organization's registration list and on the Hotels' registration, no matter what the rate or booking method, will be credited to the Organization.

10. ATTENDEE BILLING

Attendees' Guest Room charges (plus applicable Taxes and fees) will be charged to Organization's master account. Attendees will be responsible for their own incidental charges and parking upon check-out (plus applicable Taxes and fees). Attendees will be subject to the Hotel's credit policies and procedures for guests at the time of the Event. Disney currently accepts the following credit cards from Attendees: VISA, American Express, MasterCard, Diners Club Card, Discover Card and JCB Card (Japanese Credit Bureau). Should Attendee's reservation be changed or canceled, or should an Attendee fail to honor Attendee's reservation, payment of cancellation fee will be in accordance with the Hotel's cancellation policy at the time of the Event (currently, no cancellation fee is charged if Attendee's reservation is canceled or changed at least five (5) business days (defined in the "Miscellaneous" Section of the Additional Terms and Conditions to this Agreement) prior to Attendee's scheduled arrival and a cancellation number is issued by the Hotel, otherwise, the Attendee is deemed to have failed to honor Attendee's reservation and a cancellation fee is charged). If a cancellation fee is to be charged in accordance with the cancellation policy, then one (1) night's room charge at the applicable Group Room Rate (plus applicable Taxes and fees) will be charged to Organization's master account. In addition, one (1) night's room charge, at the applicable Group Room Rate (plus applicable Taxes and fees), will be charged to Organization's master account for any no shows.

11. WI-FI CONNECTION

Wi-Fi is available at no or low cost in meeting and convention facilities in the Hotel, in addition to complimentary Wi-Fi available in guest rooms and public areas of the Hotel. Organization is advised, however, that this Wi-Fi service is provided for the convenience of the Hotel's guests, and is not designed for streaming of high definition video or for high volume business use (e.g., if a large percentage of Attendees were to seek to access this Wi-Fi service at the same time). The meeting rooms and exhibit halls in the Hotel are equipped with redundant, high-capacity internet bandwidth and hard-wired services for groups of varying sizes. This budget-friendly capability maximizes the time Attendees spend at a meeting or convention by enabling them to use their digital device to stream video, share content, connect socially and beyond - all for no or low cost, depending on the options Organization selects for the Event. Organization is not permitted to engage any third party to provide wireless or wired network services for Organization or Attendees to access the internet at the Hotel during the Event.

12. SPECIAL CONCESSIONS

As special consideration to Organization, the following will be provided to Organization by Organization's assigned Disney Catering & Convention Services Manager only if and after at least eighty percent (80%) of the Guest Rooms in the original Guest Room Block (prior to any permitted reductions in the Guest Room Block) have been picked-up with guaranteed reservations at the Group Room Rates on or prior to the Cut-Off Date or paid for by attrition:

- Three (3) complimentary welcome amenities (Hotel's choice) for Organization's VIPs.
- Complimentary Easels
- Complimentary meeting space with \$5,000.00++ Food and Beverage (excluding tax and service charge)
- Complimentary water station in meeting rooms

13. CUT-OFF DATE

All reservations received from Organization or Attendees after the Cut-Off-Date for Guest Room nights within the Guest Room Block will be accepted on a space available basis. After the Cut-Off Date, prevailing rates may apply and Disney will may not allow Organization to replace or substitute existing Guest Room reservations with new Guest Room reservations at the agreed upon Group Room Rates. Rooms booked after the cut-off date, regardless of rate, will be credited to the group's pick up and commissionable (as long as not commissionable to another entity)

14. CHECK-IN/CHECK-OUT TIMES

Check-in time will be after 3:00 p.m. and check-out time will be before 11:00 a.m. Guests arriving before check-in time may be accommodated as rooms become available. The Bell Captain(s) of the Hotel can arrange to check baggage for Attendees arriving early and for Attendees attending functions on their day of departure. To guarantee an early check-in, it might be necessary to reserve and pay for the room for the prior night. Any check-out after 11:00 a.m. may result in an additional fee. Disney will attempt to accommodate special requests (subject to availability), but limited room inventory might restrict options.

15. RELOCATIONS

In the unlikely event that the Hotel is overbooked during any of the Guest Room Block Dates identified in the "General Information" Section of this Agreement, and an Attendee is displaced, Disney will provide to any Attendee that is displaced: one (1) complimentary guest room night in a comparable hotel and complimentary transportation to such hotel for the night and transportation back to the Event the next morning. Disney will also give the displaced guest the opportunity to take the first available room at any of the Hotels. Organization agrees that a transfer of any Guest Rooms from one of the hotels at the Resort to another of the hotels at the Resort will not be deemed to be an overbooking or relocation under this Agreement and the benefits described in this Section will not apply.

16. BAGGAGE CHARGE

To help ensure an orderly arrival, Organization may pre-arrange baggage handling/porterage service to/from all Guest Rooms at the Hotel. In such event, Organization must advise Disney at least twenty-one (21) days prior to the first Guest Room Block Date, and the round trip baggage handling/porterage charge at the time of the Event (currently Ten Dollars (\$10.00) per person per round trip) will be charged to Organization's master account (regardless of what other billing arrangements have been made). This charge will be calculated based on the total number of Attendees who stay overnight at the Hotel for the Event. If Organization does not pre-arrange baggage handling/porterage service at the Hotel for Attendees, Attendees will be responsible for their own baggage and, if baggage storage service is needed, Attendees will be responsible for applicable gratuities.

17. ROOM DELIVERY CHARGES

Should delivery services be requested by Organization, the applicable in-room delivery charge at the time of the Event will be charged to Organization's master account. Below are the current delivery charges:

Delivery to outside the door of a Guest Room:	\$2.00 per room per item
Delivery to inside a Guest Room:	\$3.50 per room per item
Delivery of door hanger and/or wraps on newspaper:	\$2.00 per room per item
Assembly of items, if needed:	\$1.00 per assembly, plus applicable delivery fee

Delivery rates are subject to applicable Taxes. Should delivery services be requested and/or planned for Organization, cancellation of such service must be received no later than seventy-two (72) hours prior to the first Guest Room Block Date.

18. ATTRITION OF ROOM NIGHTS

Organization may, without charge, reduce the number of Guest Room nights in the Guest Room Block by up to a total of ten percent (10%), without charge. Organization agrees that, except to the extent Organization reduces the Room Block without charge as permitted under the prior sentence, reservations will be made for, and Attendees will use, all of the Guest Room nights in the Guest Room Block and Organization will be responsible for all unused Guest Room nights in the Guest Room Block (including, without limitation, pursuant to any cancelled reservations and no shows). If Organization has reserved function space for the Event, Disney has the right to reduce the reserved function space by an amount corresponding to Organization's reduction in the Guest Room Block (that is, by that total percentage by which Organization has reduced the

Guest Room Block). Disney will charge the attrition fee after the conclusion of the event and it will be posted to the master account.

19. ATTRITION FEE

On the Cut-Off Date, Disney will place any unreserved Guest Room nights from Guest Room Block back into Disney's inventory for resale. In addition, if any reservations for Guest Room nights within the Guest Room Block are cancelled after the Cut-Off Date, Disney will also place those Guest Room nights back into Disney's inventory for resale. Disney will attempt to resell these Guest Room nights after all other available rooms at the Hotel have been sold.

Organization acknowledges and agrees that if these Guest Room nights from the Guest Room Block are not resold, Disney would incur substantial damages from the loss of room charges and food, beverage and other ancillary revenue, but the actual amount cannot be determined at this time. Accordingly, in such event, Organization agrees to pay to Disney, as liquidated damages and not as a penalty, a room attrition fee ("**Room Attrition Fee**") equal to ninety percent (90%) of Organization's applicable Group Room Rates (plus applicable Taxes and other fees), for each of the unused room nights in the Guest Room Block that is not resold after all other available rooms at the Hotel have been sold (provided that Disney shall credit against the Room Attrition Fee any cancellation fees actually paid by Organization pursuant to the "Attendee Billing" Section of this Agreement (if and to the extent retained by Disney)). Any Room Attrition Fee will be charged to Organization's master account. Organization acknowledges and agrees that this Room Attrition Fee is fair and reasonable based on the circumstances existing on the date of this Agreement.

20. DELIVERY AND SHIPMENT OF ITEMS

The Hotel does not have the facilities to store equipment or materials before the Event. Disney may, in its sole and absolute discretion, allow delivery, shipment and/or storage of certain items relating to the Event. If allowed, deliveries relating to the Event should be sent to arrive at the Resort no more than three (3) days prior to the set-up date for the Event. At the end of the Event, Organization must make arrangements to ship such items from the Resort no more than three (3) days after the tear down date for the Event. Storage fees will be applied to shipments held more than three (3) days after the tear down date of the Event, or Disney may, in its sole and absolute discretion, dispose of such items, at Organization's cost and expense. If delivery, shipment and/or storage of items is allowed by Disney, the following will apply:

- Disney's handling fees for incoming items currently cover: (i) receiving those items from the carrier or at the front drive of the Hotel from Organization or Attendees, as the case may be; (ii) storage of those items for up to three (3) days before the Event; and (iii) delivery of those items to the proper location inside the Hotel.
- Disney's handling fees for outgoing items currently cover: (A) storage of those items for up to three (3) days after the Event; and (B) either placing the items with the carrier for shipment within that three (3) day period or placing the items at the front drive of the Hotel for pickup by Organization or Attendees, as the case may be.
- The Organization will be provided complimentary receiving, storage and delivery for up to 250 pounds of materials as determined solely by Disney.

Organization or an Attendee, as applicable, will pay Disney the applicable handling fee at the time of the Event (currently, Thirty Five Dollars (\$35.00) per hundred weight (or portion thereof)) for such items. Organization or an Attendee, as applicable, will pay Disney the applicable handling fee at the time of the Event (currently, Ten Dollars (\$10.00) minimum per item) each way (inbound and outbound) for each individual item. All handling fees are subject to applicable Taxes. For large deliveries or shipments of items, additional fees may apply including, without limitation, additional storage fees. Items requiring special handling will be charged to Organization according to applicable rates in effect at the time of the Event. Attendees with deliveries or shipments will be subject to the handling fees as outlined above. Handling fees will be charged to Organization's master account, unless paid by an Attendee at the time of the Event.

Disney may refuse to allow delivery, shipment or storage of any items in its sole and absolute discretion. The Disney Indemnified Parties shall not be responsible for any damage or loss to any items shipped or delivered to or from the Resort or for the storage of any such items. Organization agrees, to the fullest extent permitted by law, to Indemnify the Disney Indemnified Parties from and against all Claims/Damages which directly or indirectly arise out of, relate to or occur in connection with or are alleged to arise out of, relate to or occur in connection with the shipment and/or delivery of items to and from the Resort and/or the storage of such items at the Resort.

21. FOOD AND BEVERAGE PRICES

Disney's current minimum menu prices (not including service charges, Taxes and fees) for functions held at the *Disneyland®* Hotel to be held by Organization under this Agreement during the Program Dates are as follows:

Continental Breakfast:	\$29.00 - \$36.00 per person
Buffet Breakfast:	\$45.00 - \$55.00 per person
Plated Breakfast:	\$34.00 - \$37.00 per person
Plated Lunch:	\$36.00 - \$50.00 per person
Buffet Lunch:	\$45.00 - \$69.00 per person
Plated Dinner:	\$54.00 - \$99.00 per person
Buffet Dinner:	\$78.00 - \$90.00 per person
Reception:	\$55.00 - \$100.00 per person
Specialty Breaks:	\$15.50 - \$23.00 per person

Food and beverage prices and menu options will be established by Organization's assigned Disney Catering & Convention Services Manager at least six (6) months prior to the Event. The prices for food and beverages (other than customized menus) will be Disney's standard prices in effect at the time of the Event. Food and beverage prices will be subject to a service charge and applicable Taxes in effect at the time of the Event (currently twenty-three percent (23%) for service charge and seven and three-quarters percent (7.75%) for Taxes). Service charges are also subject to applicable Taxes. Final menus and costs will be established by Organization's assigned Disney Catering & Convention Services Manager in the signed Banquet Event Orders for each function. A portion of the service charge (currently seventeen and one half percent (**17.50%**) of food and beverage sales) will be distributed to food and beverage staff as tip income, while the remainder (currently five and one half percent (**5.5%**) will be applied toward costs or expenses other than wages and tips of employees. Menu options and food and beverage rates for Parks (defined on Exhibit A) are not included in the above pricing.

Any modifications to the number of Attendees expected for Organization's food and beverage functions must be communicated by Organization to Disney at least seventy-two (72) hours in advance (or by 12:00 noon on the preceding Thursday for functions scheduled on Sunday, Monday or Tuesday).

22. FOOD AND BEVERAGE MINIMUM

Organization guarantees that catered food and beverage expenditures for the private catered group functions to be held at the Hotel by Organization during the Program Dates, and charged to Organization's master account (the "**Catered Food & Beverage**"), will be a minimum of Five Thousand Dollars (\$5,000.00) (excluding Taxes and service charge) (the "**Guarantee**"). Organization agrees that Disney has entered into this Agreement and determined the Group Room Rates based, in part, on the Guarantee. If Organization's total expenditures for Catered Food & Beverage does not meet the Guarantee for any reason, including, without limitation, due to cancellation of the Event, Organization will pay Disney the difference to meet the Guarantee, as liquidated damages and not as a penalty. Such amount will be charged to Organization's master account. Organization acknowledges and agrees that this amount is fair and reasonable based on the circumstances existing on the date of this Agreement.

23. AUDIOVISUAL DISCOUNT

Disney agrees to grant Organization a ten percent (10%) discount off the Hotel's prevailing audiovisual prices (excluding labor and Taxes) in effect at the time of the Event. This discount will not apply to special already discounted items. This discount will be applied by Organization's assigned Disney Catering & Convention Services Manager to Organization's master account only if and after at least eighty percent (80%) of the original Guest Room Block (prior to any permitted reductions in the Guest Room Block) has been picked up with guaranteed reservations or paid for through attrition.

24. ALCOHOLIC BEVERAGES

For any event in excess of thirty (30) minutes where alcohol is served, a minimum of Twenty-Five Dollars (\$25.00) per person (plus service charge and Taxes) in hosted food must be paid for by Organization (as a charge to its master account) and served by Disney. If the event is a pre-reception to a full dinner event that will immediately follow the pre-reception bar service, this requirement is waived.

25. MEETING ROOM SERVICES

Disney will provide, at no charge to Organization, but subject to availability, a reasonable amount of meeting equipment such as tables, chairs, standing podiums, easels for signs, risers, dance floor, etc. This arrangement does not include special set-ups or extraordinary formats that would require rental of an additional supply to accommodate Organization's needs. If Organization requires a special set-up or an extraordinary format, Organization must let Disney know at least six (6) months in advance of the first Program Date and Disney will quote charges to Organization or, at Organization's request, refer Organization to approved equipment Vendors (defined in the "Third Party Contractors" Section of the Additional Terms and Conditions to this Agreement). If equipment and/or services of Disney's in-house Vendor(s) are utilized by Organization, the costs associated therewith shall be charged to Organization's master account. If equipment (such as tables, chairs, standing podiums, easels for signs, risers, dance floor, etc.) and/or services of outside Vendors (such as production companies, audio visual companies, entertainment, /DJs, etc.) are utilized by Organization, the costs associated therewith shall be established by the Vendors and paid directly to the Vendors by Organization. Electrical fees are quoted and charged to Organization's master account for all power used.

26. CLEARANCES/PAYMENT FOR USE OF MEDIA

In the event Organization brings Organization's own media (e.g., audio, audio visual, etc.) to use at the Event, Organization will be solely responsible for the clearance and payment of and for all elements embodied in any media as used at and/or in connection with the Event, including, without limitation, permissions from and payments to actors, writers, directors, producers, owners and/or administrators of any musical compositions and/or recordings synchronized with any audio-visual materials, other music rights holders, musicians and/or vocalists and/or applicable unions or collective bargaining entities. Organization shall, to the fullest extent permitted by law, indemnify the Disney Indemnified Parties from and against all Claims/Damages which directly or indirectly arise out of, relate to or occur in connection with or are alleged to arise out of, relate to or occur in connection with any breach of the representations and warranties of Organization, as the case may be, contained in this Section.

27. PAYMENT

All charges related to the Event will be charged to Organization's master account (other than those charges, if any, to be paid directly by Attendees pursuant to this Agreement). Disney will provide Organization with Disney's estimate of the amounts to be charged to Organization's master account, and Organization agrees to pay Disney one hundred percent (100%) of this estimated amount (less any deposit(s) previously paid) by the Cut-Off Date. Please note that certain items that Organization may desire to purchase for Attendees in connection with the Event, such as theme park tickets and gift cards, need to be paid for, in full, in advance. Payment for these items would be in addition to the estimated amount (or percentage thereof) required to be paid to Disney pursuant hereto (and would be calculated separately). Please send all payments by an ACH/wire transfer to the Disney account identified below, or to such other account designated in writing by Disney.

If Organization desires, Organization may apply for credit no more than six (6) months or less than three (3) months in advance of the first Guest Room Block Date. If Disney approves Organization's credit application, then Organization must pay Disney, by the Cut-Off Date, a minimum of fifty percent (50%) of Disney's estimate of the amounts to be charged to Organization's master account (in lieu of one hundred percent (100%) of the estimated amount specified above).

Notwithstanding the foregoing, if at any time Disney reasonably determines that there has been a material adverse change in Organization's financial condition or if Organization fails to pay when due any amounts Organization owes Disney and/or any other Disney Companies (defined in the "Indemnification" Section of this Agreement) under this Agreement or any other agreement, Disney may require that Organization pay to Disney, within thirty (30) days of Disney's request or thirty (30) days before the first Guest Room Block Date, whichever is sooner, one hundred percent (100%) of the amounts that Disney estimates will be charged to Organization's master account in connection with the Event.

Any charges not previously invoiced and/or paid will be invoiced to Organization after the Event. Organization will pay all charges to the master account (subject to Organization's right described below to dispute such charges). Disney will provide Organization with a statement of account after the last Program Date and may provide supplemental statements for any amounts not included in the initial statement. Organization must pay all unpaid charges within thirty (30) days after Organization receives the applicable invoice(s) and/or statement(s). However, Organization agrees to advise Disney of any disputed charges on any such invoice or statement within ten (10) days after receiving that invoice or statement so Disney can work with Organization to correct any inaccuracies, and any charge Organization disputes in good faith will not be payable until thirty (30) days after Disney provides Organization with reasonable supporting documentation for that charge. Disney does not bill third parties.

It is important for Organization's protection that Organization give Disney a list of those persons authorized to sign for expenditures to be billed to Organization's master account, together with any expenditure limits that Organization wishes to impose. Please provide Disney with the names of those persons as soon as they become available, but no later than the Cut-Off Date. If, prior to the Cut-Off Date, Organization has not given Disney a list of persons authorized to sign for expenditures to be billed to Organization's master account, together with any expenditure limits that Organization wishes to impose on such signatories, Organization will be deemed to have agreed that Organization's Representative identified in the "General Information" Section of this Agreement and the person who signed this Agreement on behalf of Organization are the only persons who have authority to sign for expenditures to be billed to Organization's master account.

Organization's address for all estimates, statements and invoices shall be the address set forth in "General Information" Section of this Agreement.

Our Address:	ACH Transfer Information (subject to change by Disney as set forth in the Agreement):
<p>If Sending Via U.S. Mail: Disneyland Depository Lockbox 101690 Pasadena, CA 91189</p> <p>If Sending Via Overnight Courier ONLY: Disney Destinations, LLC 1150 W. Magic Way, DRC 3rd Floor Anaheim, CA 92802</p>	<p>JPMorgan Chase Bank, N.A. 4 New York Plaza New York, NY 10004 ABA Number for ACH Payment: 021000021 SWIFT Address: CHASUS33 Account Number: 700627511 Amount in U.S. Funds Payable to: Disney Destinations Federal Tax ID#: 59-3125104 Attn: Groups/Conventions; GDCJ23A; Meeting Management Associates</p>

28. CANCELLATION

Organization acknowledges and agrees that if Organization cancels the Event for any reason, Disney would incur substantial damages from the loss of room charges and food, beverage and other ancillary revenue, but the actual amount cannot be readily determined at this time. Accordingly, in such event, Organization will immediately provide written notice of cancellation to Disney and pay to Disney (except in the case of cancellation in accordance with the "Force Majeure" Section of the attached Additional Terms and Conditions to this Agreement), together with that notice, as liquidated damages and not as a penalty, a room cancellation and a food and beverage cancellation fee (in each case, plus applicable Taxes and other fees).

The room cancellation fee will be equal to the applicable percentage shown below of the "anticipated room revenue" (defined below) for the Event and the food and beverage cancellation fee will be equal to the applicable percentage shown below of the Guarantee (based, in each case, on the number of days before the first Guest Room Block Date that Disney receives Organization's cancellation notice and the cancellation fees), in each case, plus applicable Taxes and other fees.

CANCELLATION FEE TABLE		
Number of Days Prior to the First Guest Room Block Date that Disney Received Organization's Written Notice of Cancellation, together with the Cancellation Fees	Room Cancellation Fee Percentage	Food and Beverage Cancellation Fee Percentage
0 - 90 Days	90%	70%
91 - 180 Days	75%	60%
181 - 365 Days	65%	50%
366 - 730 Days	50%	40%
More than 731 Days	25%	30%

If the cancellation fees are not received by Disney when due, the cancellation notice will be deemed to have been received on the date the cancellation fees are received by Disney. If no cancellation notice is received, or the cancellation fees are not received by Disney, the cancellation fees will be calculated as if the cancellation notice was received 90 days or less before the first Guest Room Block Date.

For purposes of calculating the room cancellation fee, the "anticipated room revenue" for the Event will be determined by multiplying the total number of Guest Room nights in the Guest Room Block by the applicable Group Room Rates for those room nights.

The non-refundable deposit(s), if any, actually paid by Organization pursuant to the "Non-Refundable Deposit" Section of this Agreement and the room cancellation fee, if any, actually paid by Organization pursuant to the "Attendee Billing" Section of this Agreement (if and to the extent retained by Disney) will be applied toward the cancellation fees payable by Organization under this Section. Notwithstanding anything to the contrary contained herein, the cancellation fees payable by Organization under this Section will not be less than the amount of such non-refundable deposit(s) paid by Organization.

Organization acknowledges and agrees that this room cancellation fee and food and beverage cancellation fee are fair and reasonable based on the circumstances existing on the date of this Agreement. If Organization contracts with Disney for functions or other activities in connection with the Event (other than those food and beverage functions listed under this Agreement or on the attached meeting agenda, as the case may be), Organization will also be responsible for any losses Disney may incur by reason of Organization's cancellation of those functions or other activities.

29. RENOVATION

If the Hotel is undergoing renovations during the Program Dates, Disney will notify Organization in a timely manner consistent with good faith business practices and work with Organization to limit the amount of any disruption to the Event and Attendees.

30. INDEMNIFICATION

To the fullest extent permitted by law, Organization agrees to defend (with counsel approved by Disney), indemnify and hold harmless (collectively, "**Indemnify**") Disney and Disney's parent, subsidiary, related and affiliated companies (collectively, including Disney, the "**Disney Companies**") and the officers, directors, shareholders, employees, agents and assigns of each (collectively, the "**Disney Indemnified Parties**") from and against any and all liabilities, obligations, claims, suits, actions, causes of action, judgments, fines, penalties, settlements, damages, costs and expenses (whether based on tort, breach of contract, product liability, patent or copyright infringement or otherwise) including, without limitation, attorneys' fees, costs of court, and costs of other professionals through and including any appeals (collectively, "**Claims/Damages**") which directly or indirectly arise out of, relate to or occur in connection with or are alleged to arise out of, relate to or occur in connection with: (i) any breach of this Agreement and/or any misrepresentation by Organization; and/or (ii) any acts and/or omissions committed by Organization and/or any of Organization's employees, agents, Attendees and/or Vendors. The obligation of Organization to Indemnify the Disney Indemnified Parties in this Section and contained elsewhere in this Agreement will not be limited by the amount of insurance, if any, required under this Agreement or maintained by Organization.

To the fullest extent permitted by law, Disney agrees to Indemnify (with counsel reasonably satisfactory to Organization) Organization from and against any and all third party Claims/Damages incurred in connection with the Event to the extent that any Claims/Damages arise solely out of any breach of this Agreement by Disney or any negligent acts or omissions or willful misconduct committed by Disney or any of Disney's employees. The obligation of Disney to Indemnify Organization in this Section will not be limited by the amount of insurance, if any, required under this Agreement or maintained by Disney. Nothing herein, however, will constitute a waiver of any statutory limitations of liability applicable to the Disney Companies (e.g., as the operator of a public lodging or food service establishment).

The obligation of Organization to Indemnify the Disney Indemnified Parties in this Section and contained elsewhere in this Agreement shall be an independent covenant and shall survive, indefinitely, the Event or any cancellation thereof or any rights or obligations hereunder and/or the expiration or sooner termination of this Agreement, and will extend to Claims/Damages occurring after the expiration or earlier termination of this Agreement as well as to Claims/Damages occurring while this Agreement is in force.

30. DEFAULT: DAMAGES: LATE FEE

If there is any breach of any of Organization's representations, warranties or obligations under this Agreement, or if there is or has been, within the three (3) year period prior to such termination, any breach of any of Organization's representations, warranties or obligations under any other agreement between any of the Disney Companies and Organization, or if the Guest Room Block is canceled for any reason, Disney may, by giving Organization written notice, terminate this Agreement and/or any other agreement between any of the Disney Companies and Organization (and, as a consequence, thereby terminate all of Organization's rights and Disney's (and the applicable Disney Companies') liabilities and obligations hereunder and thereunder), except those that expressly survive the expiration or sooner termination of this Agreement. Any and all monies collected prior to the termination will be retained by Disney and not be refunded to Organization. The parties acknowledge that Disney is entering into this Agreement based on Disney's understanding that Organization will use the Guest Rooms in the Guest Room Block and pay the Guarantee. Upon termination or cancellation of this Agreement pursuant to this Section, Organization will pay Disney the cancellation and other fees provided for in the "Cancellation" Section of this Agreement to the same extent as if Organization had canceled the Event.

If Organization fails to make any payment under this Agreement to Disney when due, Organization will pay Disney a late payment charge on the unpaid balance at the rate of 1.5% per month or, if less, the maximum rate allowed by law plus, to the extent allowed by applicable law, any costs Disney may incur to collect any amount owed to it including, without limitation, attorneys' fees, costs of court and costs for other professionals up through and including any appeal. Organization acknowledges that late payments will cause Disney to incur costs not contemplated by this Agreement, the exact amount of which costs are extremely difficult and impracticable to calculate. Disney and Organization agree that the late charge described above represents a fair and reasonable estimate of the extra costs incurred by Disney as a result of such late payment and not a penalty. Such late charge will not be deemed a consent by Disney to any late payment, nor a waiver of Disney's right to insist upon timely payments at any time, nor a waiver of any remedies to which Disney is entitled hereunder, at law or in equity.

Except to the extent this Agreement provides for liquidated damages, any rights and/or remedies Disney has under this Agreement are in addition to any other rights and/or remedies Disney has under this Agreement or at law or in equity and all such rights and remedies will, whenever possible, be cumulative with all other rights and remedies. AS A MATERIAL CONSIDERATION TO DISNEY FOR ENTERING INTO THIS AGREEMENT: (I) IN NO EVENT WILL ANY OF THE DISNEY INDEMNIFIED PARTIES BE LIABLE TO ORGANIZATION OR ATTENDEES FOR ANY NON-ECONOMIC, INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OR LOST PROFITS ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE EVENT, WHETHER IN CONTRACT, TORT OR OTHERWISE (INCLUDING, WITHOUT LIMITATION, UNDER ANY INDEMNITY PROVISIONS HEREOF), EVEN IF DISNEY OR ANY OF THE OTHER DISNEY INDEMNIFIED PARTIES HAS BEEN ADVISED OF THE POSSIBILITY THEREOF; (II) IN NO EVENT WILL ANY OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AGENTS AND ASSIGNS OF THE DISNEY COMPANIES HAVE ANY PERSONAL LIABILITY TO ORGANIZATION OR ATTENDEES; AND (III) ORGANIZATION'S REMEDY SHALL BE LIMITED SOLELY TO MONETARY DAMAGES (IF AND TO THE EXTENT AVAILABLE), AND ORGANIZATION HEREBY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO ANY FORM OF EQUITABLE RELIEF, INCLUDING, WITHOUT LIMITATION, ANY TEMPORARY RESTRAINING ORDER, PRELIMINARY INJUNCTION, PERMANENT INJUNCTION, SPECIFIC PERFORMANCE OR IN ANY OTHER FORM OF RELIEF IN EQUITY. Notwithstanding anything to the contrary contained herein, all provisions of this Agreement which, from their sense and context, are intended to survive the termination of this Agreement or contemplate performance after the termination of this Agreement (including, without limitation, provisions regarding indemnity and damages) shall survive the termination of this Agreement.

31. AGREEMENT DUE DATE/EXECUTION

Each party represents that the individual who signs this Agreement on behalf of such party has full and complete authority to do so.

The arrangements described in this Agreement are being tentatively held until the Agreement Due Date identified in the "General Information" Section of this Agreement. Notwithstanding the foregoing, if Disney has another possible client prior to the Agreement Due Date, Disney may elect to notify Organization and give Organization three (3) business days to sign and return this Agreement via DocuSign and deliver the deposit, if applicable. If Disney does not receive a signed DocuSign copy of this Agreement (without modification) by the Agreement Due Date (or by the end of the three (3) business-day period, if applicable), together with any deposit as and when required, all rooms and space being tentatively held will be released and neither party will have any rights or obligations under this Agreement. The Agreement Due Date may be extended only if Disney expressly agrees in writing to such an extension in its sole and absolute discretion.

This Agreement (or any agreement or document required by this Agreement, or any amendment to this Agreement) may be executed in as many counterparts as necessary or convenient, including both counterparts that are executed on paper and counterparts that are electronic records and executed electronically (such as through DocuSign), and each executed counterpart shall be deemed an original. All such counterparts shall constitute one and the same agreement. Delivery of a manually executed paper counterpart of this Agreement (or of any agreement or document required by this Agreement or any amendment to this Agreement) by e-mail, facsimile, or other electronic imaging means shall be as effective and enforceable as delivery of such manually executed paper counterpart of this Agreement and such document shall be deemed to be an original.

If this Agreement (including, without limitation the Additional Terms and Conditions and any other attachments to this Agreement, each of which forms a part of this Agreement) correctly sets forth Organization's understanding of the terms and conditions of this Agreement, please sign in the space provided below and return a fully-executed copy of this Agreement to Disney.

Disney Destinations, LLC

Disney Destinations, LLC

"Disney"

"Disney"

By: _____

By: _____

Name: Laura Fitzgerald

Name: Steve Timmering

Title: Senior Sales Manager

Title: Resort Sales Director

Date: _____

Date: _____

Meeting Management Associates

"Organization"

By: _____

Name: Jean Rousseau

Title: Executive Director

Date: _____

EXHIBIT A

MEETING AND BANQUET PROGRAM

Meeting space is blocked at Disneyland® Hotel unless otherwise noted.

The meeting agenda below outlines the function space currently reserved for the Event. Banquet Event Orders containing further details and costs for each function will be established between Organization and Organization's assigned Disney Catering & Convention Services Manager and must be signed by Organization at least twenty (20) days prior to the first Program Date. Organization agrees to provide Disney, at least forty-five (45) days prior to the first Program Date, with all the information Disney needs to prepare Banquet Event Orders for each function of the Event. If Organization desires additional function space, Organization must contact Disney to check availability and pricing. Disney reserves the right (after consulting with Organization) to determine the specific function space to be assigned to Organization (to the extent not specified above under this **Exhibit A**) and the right to substitute function space (after consulting with and notifying Organization) so long as the substitute space adequately accommodates Organization's function requirements. Organization also acknowledges and agrees that, due to inclement weather, it may be necessary to move an outdoor event indoors. Disney will make a final decision whether to hold the particular event indoors or outdoors two (2) hours prior to the start time of the event and shall notify (orally) Organization of this final decision. Organization acknowledges that any event location in or near a public area is subject to guest traffic and noise and that neither Disney, the other Disney Companies nor the officers, directors, shareholders, employees or agents of each is liable for such traffic or noise. If the Guest Room Block is reduced by more than ten percent (10%), Disney may (after consulting with and notifying Organization) proportionately reduce the amount of function space reserved for Organization. Disney will, at any time and in Disney's reasonable discretion, substitute Organization's function location with another location within the Resort that Disney believes will adequately accommodate Organization's function requirements without any liability or responsibility to Organization for such function relocation, if any, hereunder. The function space reserved for Organization and final menus (if any) for each function will be established between Organization and Organization's assigned Disney Catering & Convention Services Manager and finalized in a signed Banquet Event Order.

Date	Time	Event	Room	Setup	AGR	Property
Sun, 10/15/23	6:00 PM - 8:00 PM	Reception	Mark Twain & Terrace	Scattered Cocktail Tables and Chairs	40	Disneyland Hotel
Mon, 10/16/23	7:00 AM - 8:00 AM	Breakfast	Castle	Existing	35	Disneyland Hotel
Mon, 10/16/23	8:00 AM - 6:00 PM	Meeting	Castle	U Shape	35	Disneyland Hotel
Mon, 10/16/23	12:00 PM - 1:00 PM	New Event	Castle	Existing	35	Disneyland Hotel
Tue, 10/17/23	7:00 AM - 8:00 AM	Breakfast	Castle	Existing	35	Disneyland Hotel
Tue, 10/17/23	9:00 AM - 2:00 PM	Meeting	Castle	U Shape	35	Disneyland Hotel
Tue, 10/17/23	12:00 PM - 1:00 PM	New Event	Castle	Existing	35	Disneyland Hotel
Meeting space is held on a 24 hour hold						

EXHIBITS

Organization has confirmed with Disney that Organization will not require any Hotel exhibit space for the Event. Organization will immediately notify Disney in writing if, at a later date, Organization desires to request exhibit space in the Hotel for the Event. Exhibit space will be subject to availability and the fees for exhibit space will be subject to Disney's policies in effect at the time any exhibit space is confirmed for Organization. If Organization requests exhibit space for the Event, Disney will have the right to approve all aspects and elements of Organization's exhibits including, without limitation, the types and number of exhibits and/or booths and the exhibit floor plans, which approval Disney may grant or withhold in its sole and absolute discretion. Additional terms and conditions will apply if exhibit space is requested.

ADDITIONAL TERMS AND CONDITIONS

Alcoholic Beverages and Personal Conduct: All alcoholic beverages sold or served on the premises of the Hotel or any other premises owned and/or operated by Disney or any of the other Disney Companies at the Resort under a liquor license held by Disney or any of the other Disney Companies will only be dispensed by Disney employees, bartenders, and agents. Disney will comply, in all material respects, with all applicable alcoholic beverage control laws including, without limitation: (i) requesting proper legal identification of any person of questionable age; (ii) refusing service of any alcoholic beverages to any person or persons who are underage or cannot produce, upon request, proper identification, as determined by Disney in its sole and absolute discretion; and (iii) refusing service of any alcoholic beverages to any person who, in Disney's judgment, appears to be intoxicated or under the influence of a mind-altering substance.

If minors are observed consuming alcoholic beverages at the Event, Disney shall have the right to terminate the Event without any further obligation to Organization or anyone else. No Attendee shall bring into any Park or any other area in the Resort, nor enter any Park or any other area in the Resort with, any alcoholic beverages, marijuana or any other illegal drug or substance, or any legal drug or substance that has mind altering effects that negatively impairs judgment and/or physical coordination (individually and collectively, "**Drug**") or be under the influence of such Drug.

Food and Beverage: All food and beverages offered and/or consumed at the Event on the premises of the Resort, including, without limitation, food and beverages in Hotel function rooms or the Hotel's public meeting rooms and/or floors, must be provided and served by Disney (as arranged by Organization and coordinated through Organization's assigned Disney Catering & Convention Services Manager).

Discounted Theme Park Tickets: Organization may, subject to availability, purchase bulk discounted theme park tickets through Organization's assigned Disney Catering & Convention Services Manager up to sixty (60) days prior to the Event (ten (10) tickets minimum). In addition, Disney may provide Organization with a custom ticket store link to provide Attendees ability to pre-purchase discounted theme park tickets up to the ticket store close date and time which will be specified when Organization receives the ticket store link from Organization's assigned Disney Catering & Convention Services Manager. These discounted tickets are only for the use of Attendees and promoting them or forwarding the link to other than Attendees is forbidden. Misuse of the discounted ticket store link will result in the link being de-activated and any existing ticket orders being cancelled. These discounted tickets are not available at the theme park main entrance.

Ticket programs are subject to change or cancellation without notification, and certain block-out dates and other restrictions apply.

Organization acknowledges that the Resort will manage attendance through a new theme park reservation system that will require all Guests, including Attendees with theme park tickets or Magic Key passes, to obtain a reservation for park entry in advance. Theme park reservations will be limited and subject to availability. Park admission and offerings are not guaranteed, and attendance at the Event does not guarantee a theme park reservation.

Additional information about reservations, limitations on benefits, features, experiences and offerings, enhanced health and safety measures and other information can be found at [Disneyland.com/Updates](https://disneyland.com/updates).

Security: In accordance with City of Anaheim Fire Marshal and Resort Fire Department requirements, a minimum of two (2) security personnel must be deployed during decorator and exhibitor move-in and move-out. Organization agrees to use only Disney's security staff to provide security for the Event. Disney's security personnel are not armed. Fees for Disney's security services will be Disney's standard rates which are in effect at the time of the Event (currently Forty-Five Dollars (\$45.00) straight time per hour per security person, Sixty-Seven Dollars and Fifty Cents (\$67.50) overtime per hour per security person if requested within 30 days) and Organization agrees to pay Disney such rates, with a four (4) hour minimum, which will be charged to Organization's master account.

Use of Costumes: Attendees or others associated with the Event may not wear costumes (Disney characters or other) to or at the Event, unless approved in advance by Disney in its sole and absolute discretion. If Attendees or others associated with the Event want to wear costumes (Disney characters or other), notify Organization's assigned Disney Catering & Convention Services Manager no more than One Hundred Eighty (**180**) days or less than Forty Five (**45**) days prior to the first Program Date to seek Disney's approval. If Disney approves, the Hotel may provide requirements applicable to wearing costumes that must be complied with by all Attendees and others associated with the Event.

Third Party Contractors: All contractors, subcontractors and vendors (collectively, "**Vendors**") Organization wishes to hire for the purpose of providing entertainment or other services (including, without limitation, photography, videography and floral services) at the Resort are subject to Disney's written approval in its sole and absolute discretion. Before performing any services at the Resort, all approved Vendors must provide to Disney proof of insurance which: (i) is satisfactory to Disney in its sole and absolute discretion; (ii) names Disney, the other Disney Companies and the officers, directors, shareholders, employees, agents and assigns of each as additional insureds; (iii) is primary and not secondary; and (iv) includes a waiver of subrogation against the additional insureds. Organization is responsible for all acts and omissions of Organization's Vendors. Notwithstanding the foregoing, entertainment, décor or audiovisual services in all areas accessible to guests not attending the Event must be provided by or through Disney. Organization acknowledges that Disney may subcontract, arrange for or acquire goods and/or services through third parties and that Disney may receive a commission, referral and/or other fee in connection with goods or services that Disney

acquires through third parties. Disney may offer Organization a list of outside Vendors and Disney may receive a commission, referral and/or other fee from such Vendors. Disney may also charge Organization an administration fee for using outside Vendors (not on Disney's list of outside Vendors) to provide Organization any services at the Hotel. All arrangements with outside Vendors (including, without limitation, those Disney and/or the Hotel may designate, recommend or approve to Organization) are between Organization and those Vendors. Organization will not hold the Disney Indemnified Parties responsible for the quality or price of any products or services provided by those Vendors (or any of Organization's other Vendors) and Organization assumes full responsibility for all acts and omissions of those Vendors (and any of Organization's other Vendors) including, without limitation, any damage to the Resort caused by any of them. Designation, recommendation and/or approval of Vendors by the Disney Companies is not a guarantee or endorsement of the work of such Vendors. Organization's selection of any Vendors shall be conclusive evidence that Organization is independently satisfied with any and all concerns Organization may have about the qualifications of such Vendors.

Smoking and Vaping: Please note that smoking/vaping is not allowed indoors (including guest rooms, patios and balconies) at the Hotel and is allowed only in designated outdoor smoking areas. A recovery fee will be charged to Organization's master account (plus applicable Taxes) for smoking/vaping in unauthorized areas (including guest rooms, patios and balconies at the Hotel by any Attendees or others associated with the Event. The recovery fee will be established by Disney from time to time and is currently \$250.00 - \$500 for smoking/vaping in guest rooms or on patios or balconies and varies for other portions of the Hotel based on size and other factors.

Affiliated Groups: Organization acknowledges that it is in no way affiliated, associated with or in conflict with any other group, convention, association or event which is being held at the Resort or the Anaheim Convention Center during the Guest Room Block Dates. If Organization and/or the Event is found to be in conflict with or in association with any other group, convention, association or event which is being held at the Resort or the Anaheim Convention Center during the Guest Room Block Dates, this Agreement and the Event may be terminated by Disney without obligation and/or liability by Disney and any deposit will be forfeited by Organization.

Decorations and Signage, Condition of Premises: All exhibits, displays, decorations, table set-ups, signs, third party logos and trademarks and any other materials to be used in connection with the Event are subject to Disney's prior approval, in its sole and absolute discretion, and, if required, the prior approval of the Anaheim Fire Marshal. Open candles, confetti, glitter, or free-floating helium balloons are not permitted at the Event. No signs, posters, banners, or other items may be attached to any wall, floor, window, door, column or ceiling with nails, staples, tape or any other substance without Disney's prior approval, which approval may be granted or withheld in its sole and absolute discretion. If approved, Disney's Engineering Department will assist Organization with hanging such items at Organization's sole cost and expense, which will be charged to Organization's master account (plus applicable Taxes and fees). All badges and promotional items for distribution must be of materials other than gummed stickers or labels (use of this material is strictly prohibited) and are subject to Disney's prior approval in Disney's reasonable discretion. Organization agrees to leave the Hotel in a neat, orderly and good condition, free of debris or display refuse, no later than the scheduled conclusion of the Event, and will reimburse Disney, based on time and labor, for any extraordinary clean-up Disney may be required to perform as a result of the Event (i.e., above and beyond routine clean-up of guest and/or function rooms in the ordinary course of Disney's business). Organization will be responsible for any damage (other than normal wear and tear) to the Resort resulting from or in connection with the Event.

Private Theme Park Events: Notwithstanding anything to the contrary in this Agreement, as to as to any events or functions at a Park, Organization must order through Disney all décor, props, signs and other materials, as well as all entertainment, needed by Organization. Organization acknowledges and agrees that no outside products and/or services can be brought into any Park from outside sources.

Use of Disney Materials: Please allow Organization's assigned Disney Catering & Convention Services Manager to proof all registration and reservation materials before going to print. In view of the goodwill associated with the Hotel and the Disney Companies, except as otherwise permitted in this Agreement or under another written grant or other written license by Disney or any other Disney Company (including, without limitation, Marvel Enterprises, Inc.), Organization agrees that Organization will not use the name "Disney", "Disneyland® Resort", "Disneyland® park", "Disney California Adventure® park", "Downtown Disney® District", "Disneyland® Hotel", "Disney's Paradise Pier® Hotel", or "Disney's Grand Californian Hotel® & Spa" or the name "Marvel" (either alone or in conjunction with or as part of any other word or name), any picture of the Resort or any fanciful character, design, logo, trademark, tradename, copyrighted work or symbol of any of the Disney Companies (including, without limitation, Marvel Enterprises, Inc.): (i) in any advertisements, promotions, publicity, exhibits, displays or other materials; (ii) to express or to imply any endorsement of Organization's products or services; or (iii) in any other manner whatsoever (whether or not similar to the uses prohibited above) without Disney's prior written approval (which approval may be granted or withheld in Disney's sole and absolute discretion). If Organization fails to strictly comply with the provisions of this Section, the Disney Companies will suffer irreparable harm and injury and, accordingly, Organization agrees that such failure will be a material breach which will entitle Disney to terminate this Agreement (effective upon delivery to Organization of written notice to the effect from Disney) and/or obtain injunctive and/or other equitable relief against Organization, in addition to any other rights and remedies available to Disney. The provisions of this Section shall be an independent covenant and shall survive, indefinitely, the Event or any cancellation thereof or any rights or obligations hereunder and/or the expiration or sooner termination of this Agreement, and will extend to Claims/Damages occurring after the expiration or earlier termination of this Agreement as well as to Claims/Damages occurring while this Agreement is in force.

Photography/Videography/Broadcast: Attendees may take photos or video of the Event meetings or functions solely for their own personal and non-commercial use without obtaining Disney's approval. In addition, Organization may take photos and video of the indoor functions that it holds within the Hotel's private meeting rooms without obtaining Disney's approval, so long as the photos and video do not contain any "Disney Materials" (defined below) and are used by Organization only for private, non-commercial purposes. Any other taping, photography, videography, webcast or other recording or broadcast must be pre-approved by Disney, in its sole and absolute discretion, and is subject to Disney's standard terms regarding this activity. Disney may refer certain outside Vendors to Organization that can provide photography or videography services for the Event meetings or functions. For assistance

regarding these matters, please contact Organization's assigned Disney Catering & Convention Services Manager. Upon Disney's request, Organization will provide Disney with copies of Organization's photos and video for Disney to confirm they do not contain any Disney Materials. "**Disney Materials**" means any identifiable image of the Hotel or any part thereof; any name, mark, symbol, character or copyrighted material of any of the Disney Companies; any reference to, or any other materials that may be associated with, any of the Disney Companies; and any depiction of or reference to any employee of any of the Disney Companies. Disney has a selection of slides and other artwork that Organization may wish to use for the Event's promotional and display materials. Disney, upon Organization's request, will provide Organization with complimentary copies of this artwork, subject to Disney's written approval of Organization's materials.

Sound Levels: The maximum sound level at the Event shall not exceed eighty-five (85) decibels. Disney shall have the right to monitor the sound level at the Event and Organization shall correct such sound level as needed. Disney shall have the right to terminate the Event (or portions thereof) without any further obligation to Organization or anyone else if the sound level at the Event exceeds eighty-five (85) decibels.

Waiver, Release, Etc.: Disney may require that each Attendee and any of Organization's Vendors complete and sign a waiver and release to participate in the Event or any portion thereof, including, without limitation, to participate in any athletic or physical activities Organization conducts (or arranges for a third party to conduct) for Attendees at the Resort (and Organization will, to the fullest extent permitted by law, Indemnify the Disney Indemnified Parties against any injury, claim or other matter arising out of or in connection with those activities and any failure by an Attendee, and/or any of Organization's Vendors to complete and sign such waiver).

Insurance: In addition to any other requirements set forth in this Agreement, each party agrees to carry insurance adequate to protect its own activities against claims arising out of activities conducted by it in the Hotel facility during the Event. In furtherance and not in limitation of the foregoing, Organization agrees that it is Organization's sole responsibility to obtain insurance covering personal property that Organization brings to the Hotel.

Governing Law; Determination of Disputes: This Agreement, and any dispute or claim arising out of or in connection with this Agreement, shall be construed, interpreted and governed by the codified and common laws of the State of California without giving effect to any conflict of law provisions thereof. Any dispute or claim arising out of or in connection with this Agreement will be submitted exclusively to the Superior Court of Orange County, California (or if the Superior Court will not have jurisdiction over the subject matter thereof, then exclusively to such other court sitting in such county and having subject matter jurisdiction) for trial and determination by the Court sitting without a jury to the extent permitted by law. **THE PARTIES HEREBY IRREVOCABLY AND UNCONDITIONALLY CONSENT TO THE EXCLUSIVE JURISDICTION OF ANY SUCH COURTS AND AGREE TO ACCEPT SERVICE OF PROCESS OUTSIDE THE STATE OF CALIFORNIA PURSUANT TO THE REQUIREMENT OF SUCH COURTS IN ANY MATTER SUBMITTED TO ANY SUCH COURT AND THE PARTIES EXPRESSLY WAIVE ALL RIGHTS TO A JURY TRIAL REGARDING ANY MATTER TO THE EXTENT PERMITTED BY LAW.** This Agreement is intended to comply with all applicable laws. If any provision of this Agreement is determined to be unconstitutional, unenforceable, void, invalid or inoperative by any tribunal exercising competent jurisdiction, such provision shall be deemed automatically adjusted to conform to the requirements for validity as declared at such time, and, as so adjusted, shall be deemed a provision of this Agreement as though originally included herein. If the provision is of such a nature that it cannot be adjusted, such provision of this Agreement shall be stricken from and construed for all purposes not to constitute a part of this Agreement as though that provision had never been entered into, and the remaining provisions of this Agreement shall remain in full force and effect and shall, for all purposes, constitute this entire Agreement, provided such fundamental terms and conditions of this Agreement remain legal and enforceable. If the remaining provisions of this Agreement cannot operate as intended by the parties when entering into this Agreement without such provision, this Agreement may be terminated by either party and neither party shall have any obligations to the other, except for those which survive the expiration or sooner termination of this Agreement. Organization will comply with all laws, codes and regulations applicable to the Event.

Force Majeure: If the performance by either party of any obligation under this Agreement (other than any payment obligation) is directly delayed or prevented in whole or in part by any cause not reasonably within its control (including, without limitation, acts of terrorism or unavailability of transportation that prevents the occurrence of the Event or at least fifty percent (50%) of Attendees from attending the Event; acts of God; war; civil disturbances; accidents; or labor disputes; but excluding, if the Event is being booked for a third party, any cause within that third party's control), that party will be relieved of performance of such obligation (and the other party will be relieved of its obligation to pay for such performance) to the extent such performance is so directly delayed or prevented, without liability of any kind (and if the Event cannot be held due to any such cause Organization will not be liable to Disney for any cancellation fees and Disney will promptly refund Organization any amounts Organization paid Disney for services or products not provided). Nothing in this Agreement will be construed as requiring either party to accede to any demands of labor or labor unions, suppliers or other entities that it considers unreasonable.

New or Joint Ideas: Any information, ideas, concepts or plans that may be conceived or developed during or as a result of discussions and meetings between the Disney Companies and Organization may be used or exploited by the Disney Companies without liability or compensation.

Miscellaneous: This Agreement is deemed entered into in the State of California. Any exhibits, schedules, attachments and addenda (including, without limitation, the Additional Terms and Conditions and **Exhibit A**) attached to this Agreement are an integral part hereof and will be deemed incorporated into this Agreement to the same extent as if set forth in full in the body of this Agreement. This Agreement (including any other such exhibits, schedules, attachments and addenda) constitutes the entire agreement, and supersedes any and all prior or contemporaneous communications, representations or agreements, whether written or oral, express or implied, between the parties with respect to the Event. Neither party has relied on any understanding, statement or representation, expressed or implied, other than as expressly set forth in this Agreement. Except as expressly otherwise provided in this Agreement, if at all, Organization represents and warrants that neither Organization nor any of its directors, officers, agents or

employees has used any meeting planner or finder or other third party or incurred any liability for any finders' fees or commissions or similar payments to any third party in connection with this Agreement.

Section headings used throughout this Agreement are for reference and convenience only and in no way define, limit, describe or affect the provisions of this Agreement. No provision of this Agreement may be modified or waived except by a written instrument duly signed by both of the parties. Organization may not assign or transfer this Agreement or any interest herein (including, without limitation, rights and duties of performance) nor will the same be assignable by operation of law without the prior written consent of Disney at the Disney's sole and absolute discretion. This Agreement is intended for the exclusive benefit of Disney and the other Disney Companies (and, where expressly provided, their respective officers, directors, shareholders, agents, employees and assigns) and Organization, and will not create any rights in or be enforceable by any other individual or entity. As used in this Agreement, the term "business days" means Monday through Friday (inclusive) that is not a day on which national banks where the Hotel is located are closed or a holiday, all references to "dollars" or "\$" shall mean United States dollars and all references to time mean the time where the Hotel is located.

Commercial Activities: Organization acknowledges and agrees that it may not conduct commercial activities within the Hotel and/or the Resort theme parks.

Tours: Organization acknowledges and agrees that Organization may not conduct tours within the Resort theme parks and/or the Hotel.

Resort Policies: Organization, Attendees, and Organization's Vendors will comply with all Resort policies in effect at the time of the Event and applicable to the Event, including, without limitation, those related to COVID-19. For the latest updates on general Resort policies and other important information regarding Resort theme parks, hotels, restaurants, attractions, experiences and other offerings, please visit [Disneyland.com/Updates](https://disneyland.com/updates). Additional Resort policies applicable to meetings and events held at the Hotel will be provided to Organization by Organization's assigned Disney Catering & Convention Services Manager. Each party acknowledges that an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting the Resort, Organization, Attendees and Organization's Vendors voluntarily assume all risks related to exposure to COVID-19.

Taxes and Assessments: All amounts payable under this Agreement (whether so specified) are subject to payment by Organization of applicable governmental taxes, assessments and fees ("**Taxes**"), including, without limitation, City of Anaheim occupancy taxes and the applicable Anaheim Improvement District assessment, which are subject to change without notice.

Applicable Rates: When this Agreement provides that fees, charges or other amounts will be set at the rate applicable at the time of the Event (or words of similar import) any current amounts stated are solely for reference and all such fees, charges or other amounts (and any allocation thereof stated in this Agreement) are subject to change, without notice, in Disney's sole and absolute discretion.

Tax Exempt Status: If Organization believes that it may qualify for sales tax exempt status in the State of California, please be advised that the State of California DOES NOT automatically recognize the sales tax exempt status granted by other states or by the federal government. To be exempt from sales tax in the State of California under this Agreement, Organization MUST have been issued a California Consumers Certificate of Exemption, which Organization is responsible for obtaining, and Organization MUST provide Disney with a copy of such Certificate of Exemption before the first Guest Room Block Date. No other state's certificate will be accepted. If Organization fails to provide Disney with such Certificate of Exemption before the first Guest Room Block Date, all amounts payable by Organization under this Agreement will be subject to applicable sales tax. If and to the extent payment is made by anyone other than Organization, such amounts will also be subject to applicable sales tax. The foregoing is a brief summary of the applicable requirements and the requirements are subject to change. Organization (and not any of the Disney Companies) is responsible for ensuring that it complies with the applicable requirements.

Small Party Labor Fee: If the Event is attended by fewer than twenty-five (25) guests, a Two Hundred Fifty Dollar (\$250.00) labor charge (plus applicable Taxes) will be added to Organization's master account.

©Disney

Customer: California Society Of Municipal Finance Officers
Cvent, Inc.

Billing Address:
808 R Street, Suite 209
Sacramento, CA 95811

1765 Greensboro Station Place, 7th Floor
Tysons Corner, VA 22102
Billing Dept. Phone: 703.226.3522
Billing Dept. Email: Receivables@cvent.com

Event: California Society Of Municipal Finance Officers 2024 (Year1)
Dates: Jan 30 - Feb 2, 2024
Venue: Disneyland Hotel
Address: 1150 Magic Way, Anaheim, CA 92802
Number of Attendees: 1600
Number of Exhibitors: 0
Total Fees: USD 39,248.80

Software:	Quantity	Unit Rate	Discount Unit Rate	Price
Advanced Printing	1	USD 750.00	USD 0.00	USD 0.00
OnArrival 360 - Onsite Solutions	1	USD 3,500.00	USD 2,245.60	USD 2,245.60
TOTAL ANNUAL PRICE in USD				USD 2,245.60

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
RFID 6' entry (Over Head)	7	USD 750.00	USD 600.00	USD 4,200.00
Networking and Equipment <i>Networking for one (1) registration area</i>	1	USD 300.00	USD 240.00	USD 240.00
TOTAL ANNUAL PRICE in USD				USD 8,680.00

Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
Badge Holder - Customer Provided	2,160	USD 0.00		USD 0.00
Die Cut Charges	1	USD 425.00	USD 340.00	USD 340.00
Lanyard - Customer Provided	2,160	USD 0.00		USD 0.00
RFID Paper Badge - Mono, 4x3 UHF, Blank, Single Sided	2,240	USD 4.13	USD 2.18	USD 4,883.20

(3) 1-inch drink tickets included.				
TOTAL ANNUAL PRICE in USD				USD 5,223.20

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff <i>One (1) OnArrival Onsite Tech for up to 10 hours each day to include 2 half travel days, 1 set up day on January 29th and 4 event days on January 30th-February 2nd.</i>	3	USD 4,500.00		USD 13,500.00
OSS Complex Package <i>Project Management, badge creation and configuration, badge testing, Configuration of OnArrival settings, training, procurement and logistics management of badge stock and hardware, managing onsite support, creation of project playbook, pre and post event calls and overall support for planners with Cvent Onsite Solutions</i>	1	USD 4,950.00		USD 4,950.00
Hotel - Customer Provided	3	USD 0.00		USD 0.00
Per Diem	3	USD 600.00		USD 1,800.00
Shipping - Billed as Actuals	1	USD 0.00		USD 0.00
Travel Expenses- OA360 Support	3	USD 950.00		USD 2,850.00
TOTAL ANNUAL PRICE in USD				USD 23,100.00

Event: California Society Of Municipal Finance Officers 2025 (Year2)**Dates: Feb 18 - Feb 21, 2025****Venue: San Jose Convention Center****Address: 150 W San Carlos St, San Jose, CA 95113****Number of Attendees: 1600****Number of Exhibitors: 0****Total Fees: USD 39,248.80**

Software:	Quantity	Unit Rate	Discount Unit Rate	Price
Advanced Printing	1	USD 750.00	USD 0.00	USD 0.00
OnArrival 360 - Onsite Solutions	1	USD 3,500.00	USD 2,245.60	USD 2,245.60
TOTAL ANNUAL PRICE in USD				USD 2,245.60

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
RFID 6' entry (Over Head)	7	USD 750.00	USD 600.00	USD 4,200.00
Networking and Equipment <i>Networking for one (1) registration area</i>	1	USD 300.00	USD 240.00	USD 240.00
TOTAL ANNUAL PRICE in USD				USD 8,680.00

Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
Badge Holder - Customer Provided	2,160	USD 0.00		USD 0.00
Die Cut Charges	1	USD 425.00	USD 340.00	USD 340.00
Lanyard - Customer Provided	2,160	USD 0.00		USD 0.00
RFID Paper Badge - Mono, 4x3 UHF, Blank, Single Sided <i>(3) 1-inch drink tickets included.</i>	2,240	USD 4.13	USD 2.18	USD 4,883.20
TOTAL ANNUAL PRICE in USD				USD 5,223.20

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff <i>One (1) OnArrival Onsite Tech for up to 10 hours each day to include 2 half travel days, 1 set up day on January 29th and 4 event days on January 30th-February 2nd.</i>	3	USD 4,500.00		USD 13,500.00
OSS Complex Package <i>Project Management, badge creation and configuration, badge testing, Configuration of OnArrival settings, training, procurement and logistics management of badge stock and hardware,</i>	1	USD 4,950.00		USD 4,950.00

<i>managing onsite support, creation of project playbook, pre and post event calls and overall support for planners with Cvent Onsite Solutions</i>				
Hotel - Customer Provided	3	USD 0.00		USD 0.00
Per Diem	3	USD 600.00		USD 1,800.00
Shipping - Billed as Actuals	1	USD 0.00		USD 0.00
Travel Expenses- OA360 Support	3	USD 950.00		USD 2,850.00
TOTAL ANNUAL PRICE in USD				USD 23,100.00

Services

Contract Term: The term is 8/21/2023 to 8/20/2025. Agreement will renew for another term of equal length unless either Party gives the other Party 60 days prior written notice of non-renewal. Upon each renewal, all recurring fees hereunder shall be subject to an increase of 9% from the then current rate, effective as of each renewal date of this Agreement. Notwithstanding the foregoing, Professional Services fees increases hereunder are not subject to the foregoing.

Service Terms: Cvent's products and services listed in this Order Form are subject to the applicable Terms of Use located on the Cvent website at <http://www.cvent.com/en/product-terms-of-use.shtml>.

Payment Terms

Annual Upfront by Invoice; Payment due Net 30 from Invoice Date.

Tax/VAT/GST/ABN ID #:

Is Purchase Order Required?:

Price does not include sales tax or any other applicable taxes.

Purchase Order #:

Purchase Order Portal:

You will be required to input credit card details upon login to the Cvent system.

Please note: The credit card will be used only if payment by credit card has been selected on this agreement OR if any invoice is greater than 60 days overdue.

Additional Terms

If in the course of providing Services pursuant to this Agreement travel is required of Cvent personnel, Customer shall at its expense provide Cvent personnel with accommodations in a hotel having a star rating of 4 or higher on a single occupancy basis, within a radius of 2 miles from the venue of the event. If such hotel is not available, Customer shall provide hotel accommodations which adhere to Cvent's health and safety requirements. If these requirements are not met, then Cvent may arrange for its own hotel accommodations in accordance with Cvent's travel policy and Customer shall reimburse Cvent for such costs within thirty (30) days of the date of the applicable invoice.

OnArrival 360 SOW

1. Scope of Services

Cvent shall perform one or more of the following Services as indicated in this Order Form in exchange for Customer's payment of the Fees (and reimbursable expenses) as provided herein.

Onsite Check-In and Badge Printing: The Service's check-in solution permits event staff to rapidly process registration and session check-ins by scanning a barcode on registrants' mobile devices. Users may also search the list of current registrants by keyword search or alphabetic navigation, and real-time views of registrant check-ins may be used to sort the data by attendee type or other basis. Check-ins and other processing tasks may also be performed by attendees on a self-service basis. The solution's kiosk mode enables attendees to register and check in to the event (for themselves and their guests), pay event fees, and preview/edit/print name badges all on their own.

Attendee Tracking: The Service's attendee tracking solution provides the ability to track attendance and measure an attendee's journey at the event, through a designated badge tracking option (RFID or QR code) combined with badge reading devices. Metrics and reporting are provided to assist customer in determining attendee interests and preferences.

Lead Capture: The Service's lead capture solution enables Customer's authorized users (event staff and/or exhibitor personnel) to retrieve attendees' event registration information and contact information ("Leads"), and to rate and add notes to Leads ("Lead Notes") (collectively, "Lead Information"). In addition, surveys may be implemented by exhibitors / sponsors to further qualify their leads. Users may collect Leads by scanning a barcode or QR code displayed on an event attendee's badge or mobile device, by manually entering an attendee's information, or by using RFID-enabled collection to automatically gather relevant information from booth visitors and participants. Cvent reserves the right to send a customer satisfaction survey to all exhibitors that utilize the Lead Retrieval/ LeadCapture product.

Exhibitor Visitor Measurement: The Service's exhibitor visitor measurement solution provides Customer with real time views to track and measure attendee activity and interest within an exhibitor's booth, and to help identify potential leads not captured with a lead capture device. Standard reports provide increased insight into attendee interests and preferences.

2. Project Schedule

The parties will use reasonable best efforts to perform their responsibilities in material accordance with the schedule of milestones set forth below, based upon information known and communicated between the parties prior to signing this Order Form, and subject to revision thereafter as reasonably necessary in light of revised assumptions, delays in performance of Customer responsibilities, executed Change Orders or other dependencies as set forth in this SOW.

Milestone	Description / Requirements	Timeframe / Date Range
Project Kickoff	Meeting between all stakeholders	At least 60 days prior to the event
Receive Badge / Lanyard Design	Cvent will need all art files for any custom printing	At least 60 days prior to the event
Design Badge	Cvent will work with customer to design the badge within the Cvent system	At least 60 days prior to the event
Order Materials	Cvent will order all consumable materials needed for the event	At least 30 days prior to the event
Order Hardware	Cvent will order all hardware needed for the event	At least 30 days prior to the event
Order Onsite Services	Cvent will inform customer of any needed onsite items like Internet connections, electrical, furniture etc.	At least 30 days prior to the event
Sample Badge	Cvent will send customer a sample badge for approval – this will be a PDF	At least 15 days prior to the event
Shipping Instructions	Cvent will gather all relevant shipping information such as show name, location, special instructions, freight billing account number etc.	At least 15 days prior to the event
Travel	Cvent will book travel and hotel based on customer specifications	At least 15 days prior to the event

3. Project Change Control

Either party may, from time to time, request a change order ("Change Order") to the agreed scope of Services, Project Schedule, or any other aspect of this Order Form with regard to OnArrival 360 only. In response, Cvent will prepare a Change Order reflecting the proposed changes, including but not limited to the impact on the Services, Project Schedule, and Fees, and shall deliver such Change Order to Customer for review and negotiation. Absent a Change Order signed by the parties, Cvent shall not be bound to perform any additional or out-of-scope services beyond what is stated in this Order Form. The parties agree to negotiate all Change Order requests expeditiously and in good faith, provided the Parties hereby agree in no event shall the Change Orders cumulatively reduce the Fees payable hereunder by more than five percent (5%). Once a Change Order is signed by the parties, it shall be deemed an amendment to this Order Form.

4. Customer Responsibilities, Assumptions & Disclaimers

This Order Form and performance of the Services hereunder is governed by and subject to the following Customer responsibilities, assumptions and disclaimers.

(A) Provision of Service / RFID Technology (If purchased by Customer hereunder):

- i. Pre-approved onsite temporary support, if necessary, will be provided by Customer.
- ii. Hallway readers will be included in this solution as they provide a higher level of RFID coverage thus making the attendance algorithms more accurate. Cvent provides hallway readers in strategic traffic locations.
- iii. Quantities of hardware for RFID entrances are estimates only.
- iv. Customer is responsible for purchasing all badges above and beyond original amount indicated on the Order Form.
- v. Internet and power drops are required for each RFID location & the cost is the responsibility of Customer.
- vi. Cvent requires and will be provided with onsite office & storage space to host Onsite Solutions.
- vii. Customer will supply Cvent with native raster graphics for badges and lanyards, should lanyards be provided.

(B) Equipment

- i. Customer shall be responsible for all equipment supplied by Cvent under the Agreement, whether provided directly to Customer by Cvent or through a third party supplier. At the conclusion of Customer's event, Customer will return all equipment supplied by Cvent. All such equipment will be returned in proper working order and in the same condition as when it was furnished to Customer. Customer is responsible for any damage to such equipment, as determined by Cvent or its third party supplier, and hereby agrees to pay Cvent for any such damage, up to the replacement cost of the equipment.

(C) Fees and Costs

- i. Customer understands and agrees that its obligation to pay the Fees and expenses (or unpaid portions thereof) as indicated hereunder will survive any expiration of the Order Form, and Customer shall not be entitled to any refund or credit of Fees for Services it fails to utilize during the Term.
- ii. The fees set forth in this Order Form represent Cvent's good faith estimate based upon information known to Cvent prior to signing this Order Form and the assumptions, project dependencies, responsibilities and other matters set forth in this section and elsewhere in this Order Form. The actual resources required to successfully deliver the Services may vary based on changes to Customer business requirements not reasonably foreseeable to Cvent during the project.

- iii. The fees for this project may be increased and the schedule may be extended, as mutually agreed upon pursuant to the Project Change Control section, in the event of a deviation in any of the assumptions or dependencies contained in this Order Form.
- iv. Airfare, hotel, and daily per diem (if staff members are onsite) for Cvent staff members will be charged separately. Cvent's charges (in accordance with Cvent's expense policy) are set forth in this Order Form and shall be payable by Customer in accordance herewith.
- v. Customer will provide Cvent with shipping information. Shipping will be charged separately and are set forth on this Order Form and shall be payable by Customer in accordance herewith.
- vi. Cvent assumes a 10-hour workday onsite. This includes a 30-minute meal break and two 15 minute breaks throughout the day. Support after 10 hours is available at the rate set forth in this Order Form.
- vii. Professional services for advanced configuration falling outside the defined scope of work are billed at \$195 per hour.
- viii. Union labor, if necessary, will be provided by Customer.
- ix. Custom/box truss for RFID attendee tracking entrances wider than 12 ft. are the responsibility of the Customer and are not included in this proposal.
- x. Managed hosting for OnArrival 360 will be provided for the term of the contract. At Cvent's sole discretion, Cvent may provide managed hosting for an additional charge for each additional month the Customer wishes to maintain managed hosting post contract.

(D) General

- i. Customer will cooperate with Cvent in its performance and delivery of services and deliverables hereunder.
- ii. Customer is responsible for the performance of its employees and agents, including any contribution they make to the Services, and for the accuracy and completeness of all data, information and materials provided to Cvent.
- iii. Cvent's performance is dependent upon timely decisions and approvals of Customer in connection with the Services and Cvent is entitled to rely on all decisions and approvals of Customer.
- iv. The Services may include advice and recommendations, but Customer agrees that all decisions in connection with the implementation of such advice and recommendations will be the responsibility of, and made by, Customer.
- v. To the extent Cvent personnel will be providing Services at the venue or location of the Customer's event(s) hereunder, Customer agrees that its event(s) will comply with all applicable health and safety laws, rules, regulations, and governmental recommendations. Customer understands that if its event(s) does not comply with the foregoing, then Cvent reserves the right to remove its personnel who are providing Services at the venue or location of such event(s) and such removal shall not be deemed a failure of Cvent to perform hereunder or otherwise entitle Customer to any refund, credit, rebate or offsets for the fees paid or payable by Customer for such Services.

(E) Additional Disclaimers

- i. Cvent shall not be responsible for Customer's failure or delay in performing its responsibilities or other obligations under this Order Form, or for any delay caused by any third party vendor performing services for Customer.
- ii. Cvent is not responsible for any alteration or other modification made to a work product by Customer or any third party or for any work performed by Customer or its contractors in connection with this engagement.
- iii. Cvent may rely upon any standard operating procedures or practices of Customer and any direction or regulatory or other guidance provided by Customer.
- iv. Customer is responsible for the identification and interpretation of, and ensuring compliance with, any laws, statutes, rules, regulations and standards applicable to its or its affiliates' business or operations.
- v. Cvent is not providing any warranty regarding, and is not liable for, any third party or Customer software, documentation, equipment, tools or other products or materials.

Billing Contact Details:	Billing Address:	Service Address:
Name: Marisa Anticevich	Street: 808 R Street, Suite 209	Street: 808 R Street, Suite 209
Title: Exhibits Coordinator	City: Sacramento	City: Sacramento
Email: marisa.anticevich@staff.csmfo.org	State: CA	State: CA
Phone: +1951-377-9705	Zip Code: 95811	Zip Code: 95811
	Country: US	Country: US

Update Billing Contact Details (Only if the Billing Contact details are incorrect)

Cvent Signatory

Name:

Title: Account Manager, Event Solutions

Email: chite@cvent.com

Phone: 571-830-2003

Signature:

Date Signed:

Customer Signatory

Name:

Title:

Email: marisa.anticevich@staff.csmfo.org

Phone: +1951-377-9705

Signature:

Date Signed:



California Society of Municipal Finance Officers

Disneyland Hotel

Anaheim, CA

January 29 – February 2, 2024

San Jose Convention Center

San Jose, CA

February 2025

Submitted to:

Marisa Anticevich

California Society of Municipal Finance Officers

Submitted by:

Nick Grim

TriCord Tradeshow Services

TRICORD TRADESHOW SERVICES

738 NEESON ROAD, MARINA, CA 93933

ABOUT THE COMPANY

TriCord Tradeshow Services is a General Exhibit Service contractor based in California. Our purpose is to service show managers and exhibitors in the very fast paced exciting environment of the tradeshow industry. We approach each job as a team working towards a common goal.

TriCord owns and maintains quality tradeshow equipment and furnishings. We do not sub contract any stock equipment or services. For custom furniture we utilize our contract with CORT furniture. TriCord also has a C-10 electrical license and a substantial amount of quality equipment. We take pride in the fact that our equipment, carpet and furniture is well maintained and is the best in the business.

TriCord has an in-house print shop with top notch up-to-date printers and mounting equipment. Our graphics manager is a capable designer for any graphics needs along with a great insight in designing custom booths and booth layouts.

Our main office in California will handle all exhibitor kits, customer orders, invoices and questions prior to the event and after the event. A dedicated customer service representative will be the point person for all of your exhibitors.



THE OBJECTIVE

TriCord is focused on complete customer service for both you the show manager as well as each of your exhibitors. In these competitive times of contracting exhibitors, our goal is to do what we can to help you maintain and increase your exhibitors to your event. The standard now is completely unsatisfied exhibitors due to poor service, antagonistic union personnel and extreme prices.

TriCord will create a team and service atmosphere before the show and at the exhibit hall, one that most exhibitors will want to return to.

BOOTH EQUIPMENT

TriCord Tradeshow Services will provide booth equipment in your choice of colors from our standard inventory. Each booth will be provided with the following:

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
100 +/-	Booth Furniture Package	8' High Back Drape 3' High Side Rail 7"x44" Identification Sign 6' Skirted Table Side Chairs Waste Basket	\$75.00 Per Booth
20 +/-	Table Top Package	7"x44" Identification Sign 6' Skirted Table Side Chairs Waste Basket	\$65 Per Table Top

PRICE INCLUDES INSTALLATION AND DISMANTLE LABOR

Drape and table skirts will be furnished in the color (s) you select from the charts below.
(You may select drape in one solid or multi-color combinations.)

DRAPES COLORS

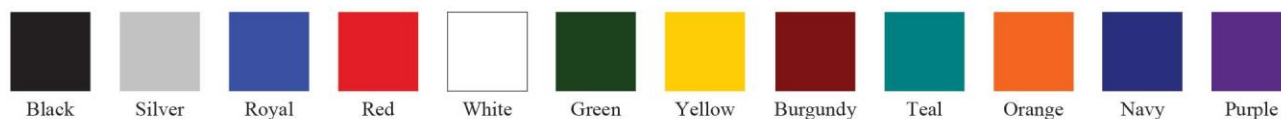
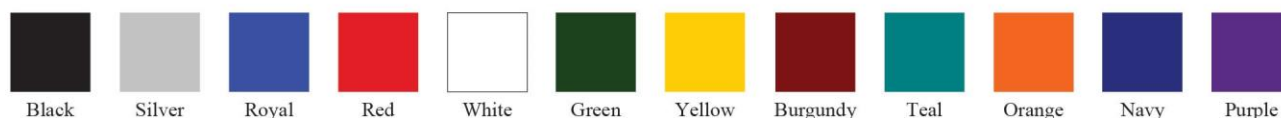


TABLE SKIRT COLORS



ELECTRICAL

TriCord Tradeshow Services is a licensed electrical contractor. TriCord will provide all electrical services to the exhibitors as needed through our exhibitor kit or exhibitors can order onsite at our Exhibitor Service Desk.

REGISTRATION

TriCord Tradeshow Services will provide an attractive and functional registration area complete with modular registration units with illuminated sign headers and custom kick panels, standard furnishings and 8' high masking drape.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
4	Registration Counters - Stock Counters	Installation and Removal Custom Registration Units Illuminated Sign Headers Chairs Waste Baskets	No Charge

TriCord will provide full color kick panels @ \$125 each. Late Registration Removal is an additional \$480 charge.

MASKING DRAPE

TriCord Tradeshow Services will provide the required amount of drapery in show colors for the perimeter areas or to mask storage areas, unsightly portions of the exhibit hall, and other areas deemed necessary by show management. The initial 50' will be provided at no charge.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
As Needed	3' High Drape	Installation and Removal	\$2.00 Per Linear Ft.
As Needed	8' High Drape	Installation and Removal	\$3.00 Per Linear Ft.

SIGNAGE

TriCord Tradeshow Services is prepared to meet your every sign need. We can help you to plan a special look or theme and incorporate this artwork into your event. All signs and graphics will be provided to show management at the discounted rate listed below. All discounts are based upon receipt of ready-to-print digital images at least 10 days prior to move in.

If do not have your own graphic design team we also offer in house graphic design at \$95.00 per hour.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
As Needed	1/8" Foam-Cor Signage	Digital Print, Install & Dismantle	\$10.00 Per Square Ft.

FLOOR PLANS



Floor plans are the road-map of the show. To guarantee the safety of show management, your exhibitors and your attendees, TriCord Tradeshow Services follows an approval process that starts with you and concludes with a Fire Marshal approved floor plan. All floor plans should have Fire Marshal approval prior to selling your booth spaces.

A STAGED APPROVAL PROCESS

1. Show Management - Initial approval is yours. TriCord Tradeshow Services will provide you with a floor plan based on your objectives and appropriate for the scope of your show.
2. Facility - A floor plan, which has been approved by you, is provided to the facility. Providing the facility with this information allows them to better understand your needs.
3. Fire Marshal - The final approval for safety is performed by the local Fire Marshal. Once this approval has been received, show management can then sell booth spaces knowing that the floor plan adheres to current fire safety regulation.

*If a fire inspection is needed before show open TriCord will schedule the inspection and have staff available to meet with the Fire Inspector onsite.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
As Needed	Floor Plan Design	Drafting and Revisions	No Charge
1	Fire Marshal Approval	Submission, Follow-up and Approval Fees	At Cost

MARKING EXHIBIT HALL FLOOR

TriCord Tradeshow Services will provide labor and equipment to lay out the exhibit floor in accordance with the final Fire Marshal approved floor plan. Open areas will be properly measured and marked.

EVENT SCHEDULE

It is our understanding the following schedule applies for this show. Please keep us updated with any schedule changes as they occur.

<i>Event</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>
Registration Move In	Monday	January 29, 2024	9:00 am
TriCord Set Up	Monday	January 29, 2024	9:00 am - 4:00 pm
Exhibitor Move In	Tuesday	January 30, 2024	12:00 pm – 5:00 pm
Show Hours	Wednesday	January 31, 2024	8:30 am – 6:30 pm
	Thursday	February 1, 2024	8:00 am – 3:15 pm
Exhibitor Move Out	Thursday	February 1, 2024	3:15 pm – 6:00 pm
TriCord Move Out	Thursday	February 1, 2024	3:15 pm – 9:00 pm
Registration Move Out	Friday	February 2, 2024	12:00 pm – 4:00 pm

DISCOUNTS FOR SHOW MANAGEMENT

Any additional furnishings, electrical, material handling and labor required by CSMFO for their own use will be discounted from the current published rates in the exhibitor kit as follows. Please note these discounts do not apply to materials and services ordered by Show Management for use by exhibitors. **TriCord will provide 3500# of show management material handling at no cost. TriCord will provide a charging station and graphics for \$250. TriCord will provide an entrance unit structure and labor at no cost and graphics for \$10/ft. TriCord will provide 3 single sided meterboards at no cost.**

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Discount</i>
Variable	Standard Furnishings	Installation and Removal	50% Discount on Published Rates
Variable	Custom Furnishings	Installation and Removal	25% Discount on Published Rates
Variable	Material Handling	Delivery and Re-forwarding	25% Discount on Published Rates
Variable	Electrical	Installation and Removal	25% Discount on Published Rates
Variable	CORT	TriCord Places Order	25% Discount on Published Rates from CORT Forms

CONDITIONS FOR PRICING, DISCOUNTS AND NO CHARGE ITEMS

This proposal contains special pricing, specific discounts, and some services at no charge. These are made possible by TriCord Tradeshow Services realizing full revenue from all other aspects of business, and contingent on your guarantee that TriCord Tradeshow Services will be the exclusive provider of furnishings, carpet, labor, electrical, drayage/material handling services, plants/floral and cleaning services.

JANITORIAL SERVICES

In the event the conference facility does not provide a janitorial service to clean the exhibit aisles and booth spaces within the exhibit hall itself, both before the exhibits officially open and after the exhibit area has concluded and move out, TriCord will arrange to have cleaning services provided.

<i>Quantity</i>	<i>Description</i>	<i>Includes</i>	<i>Cost</i>
Variable	Cleaning	Vacuuming and Trash Removal	\$55.00 Per Man Hour

EXHIBITOR KIT

TriCord Tradeshow Services will provide all exhibitor services in the exhibit hall including but not limited to: booth equipment, rental furnishings, electrical distribution, freight and material handling, labor, custom display rentals and sign producing and hanging capabilities.

The Exhibitor Services Kit contains the necessary information and order forms for exhibitors. In the service manual exhibitors will find order forms for the general service contractor, the facility and any ancillary services that may apply. These service kits will be transmitted electronically and will be online via our website. In order to better service your exhibitors, we will request complete exhibitor contact list so that we can notify exhibitors regarding this process. Typically, discount pricing is offered to those exhibitors ordering 14 days prior to move in.

TriCord will provide show management and exhibitors with the Exhibitor Service Representatives email and phone number. They are able to contact their Exhibitor Service Representative or our main office with any questions and if they need any help planning their booth space for the event.

ONLINE ORDERING - STORE FRONT

TriCord now offers online ordering through our secure Online Storefront with Boomer Commerce. Boomer offers a user-friendly online shopping platform for exhibitors, EAC's and third party vendors to place orders for their booth space.

Through the online ordering system exhibitors can:

- Order exhibit products and services for multiple booths
- View and copy previous orders
- Print customer receipts
- View important event information
- Access, download and print shipping labels and vendor forms
- Attach documents such as electrical diagrams, booth schematics and Certificates of Insurance

ON-SITE SERVICE CENTER

TriCord Tradeshow Services will establish an Exhibitor Service Center on-site to facilitate all exhibitor requests. It will be staffed by TriCord personnel during set-up, move in and move out. This center will serve as the focal point for all exhibit related services.

FREIGHT & LOGISTIC SERVICE

Exhibitor Freight - TriCord Tradeshow Services will provide complete freight handling services to include the following:

- Receive and store freight (30) days prior to move in/set up date.
- Receive direct shipments to the facility.
- Deliver shipments to exhibit booth.
- Remove, store and return empty containers.
- Re-forward outbound shipments at the conclusion of the show.

TriCord will provide Material Handling to the exhibitors at the following rates:

Advanced Shipments to the Warehouse, \$86 per cwt. with a 200# minimum

Direct Shipments to the Showsite, \$86 per cwt. with a 200# minimum

Special Handling and Overtime charges will be \$25 per cwt. with a 200# minimum.

TriCord will offer cartload service for exhibitors in a POV at \$65 per trip under 200#

TriCord will provide a small package delivery fee for small shipments direct to the Show site at \$35 per package.

TERMS & CONDITIONS

TriCord Tradeshow Services presents this proposal to CSMFO with the intent to enter into an agreement between the parties in order to have TriCord Tradeshow Services act as a general contractor servicing the show described in the proposal. TriCord Tradeshow Services presents the following Terms and Conditions for providing such services and equipment for CSMFO.

1. EXCLUSIVITY

Safety and control considerations require, to the extent not restricted by law or the rules of the facility, that TriCord Tradeshow Services be the exclusive on-site contractor to process, collect and receive all exhibitor orders for services and equipment, to perform and provide all those services and equipment described in the above proposal. Client authorizes TriCord Tradeshow Services to enforce this policy to prohibit any EAC (Exhibitor Appointed Contractor) from working at the show unless the exhibitor seeking to use the EAC delivers to TriCord Tradeshow Services (i) notice at least 10 days prior to the show move in date of the use of the EAC, and (ii) a Certificate of Insurance that the EAC has the minimum insurance coverage (specified in Section 2 below) and has TriCord Tradeshow Services as an additional insured on its policies, excluding worker's compensation insurance.

2. INSURANCE

TriCord Tradeshow Services agrees to furnish each local facility with a Certificate of Insurance evidencing the following coverage in effect during the period of the contract:

Commercial General Liability insurance with limits no less than \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage. Coverage shall apply to Products and Completed Operations, Contractual Liability, Premises and Operations, and Personal Injury.

Commercial Automobile Liability insurance with limits no less than \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.

Worker's Compensation insurance in accordance with applicable laws relating to worker's compensation with respect to all employees and Employer Liability coverage with limits not less than \$1,000,000 each accident.

TriCord Tradeshow Services shall obtain certificates of insurance evidencing the same amounts of coverage from any EAC admitted to the venue or they will not be allowed on the trade show floor.

3. PAYMENT

TriCord Tradeshow Services requires a \$5000 deposit within 30 days of the set up of the event. The balance of charges is due within 15 days of our invoice.

4. INDEMNITIES

If any negligent or wrongful act or omission of a party, its employees or agents occurs in such party's performance hereof and causes or results in property damage or destruction or injury to or death of persons, then, such party shall indemnify and hold harmless the other party, its directors, employees and agents against and from any liability for any damages, costs and expenses (including reasonable attorney fees) resulting there from.

5. MODIFICATION

Those Terms and Conditions and the provisions of the proposal form the agreement between the parties (collectively, The "Agreement") and may be modified only by an express written agreement signed by the parties. This Agreement contains the entire agreement between the parties regarding the subject matters referred to herein, and shall supersede all prior oral and written agreements between them regarding such matters. If any part of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby unless such invalidity materially impairs the ability of the parties to consummate the transactions contemplated by this Agreement.

TERMS & CONDITIONS

6. FORCE MAJEURE

Except as otherwise provided herein, performance of this Agreement by either party is subject to acts of God, war, terrorism, governmental regulations, disasters, fire, strikes or work stoppages, civil disorder, pandemic, curtailment of transportation facilities, or other similar causes beyond the control of parties making inadvisable, illegal, or impossible to hold the event or to provide the facility in which the event is being held. If it is necessary to cancel the event due to the above reasons, TriCord shall be compensated for the services as set forth in this proposal which are provided up to and including the date of cancellation, as well as reimbursement for any direct and actual costs incurred by TriCord.

By signing below, the parties agree to the Terms and Conditions and the services, equipment and pricing provided in the proposal.

TriCord TradeshowServices

Date: _____

Signature: _____

Name: Nick Grim

Title: Account Manager

California Society of Municipal Finance Officers

Date: _____

Signature: _____

Name: Jean Rousseau

Title: Executive Director

CLIENT AGREEMENT

CLIENT: California Society of Municipal Finance Officers (CSMFO)
SPEAKER/ENTERTAINER: Mariana Atencio
Date of Program: Wednesday, January 31, 2024
Presentation Length/Time: 60 minute keynote starting at approximately 10:15AM
60 minute breakout starting at approximately 1:00PM
Meeting Name: Annual Conference
Program Format: Keynote and Breakout
Fee: \$26,500
Additional Expenses: Hotel (CLIENT will reserve and master-bill 2 king rooms for up to 2 nights at the Disneyland Hotel) and meals master billed; plus professional car service from and to the airport in California. All other expenses are covered in the fee above.
Title or Topic: To be discussed on conference call between SPEAKER and CLIENT
Location: Disneyland Hotels, 1150 Magic Way, Anaheim, CA 92802
Phone: 714-778-6600
Audience Profile: Estimated 1600 attendees: local, state, and county government finance officers, managers and decision makers.
On Site Contact: Teri Anticevich, *Meeting & Association Management Services Inc (M&AMSI)*
Special Instructions: Speak, Inc. will coordinate scheduling of a conference call between CLIENT and SPEAKER.
*Please review the "Recording and Streaming" terms on page two ("Additional Provisions") of this Agreement. Product Sales are prohibited without prior consent from CLIENT.
Speaker's Arrival: January 30, 2024 (Client to arrange ground)
Speaker's Attire: Business Casual
Audio/Visual Requirements: See attached AV Rider
Payment Schedule: A 50% deposit is due to "SPEAK, INC." no later than May 24, 2023 to bind the program. The balance of the fee is due by January 8, 2024. SPEAKER will submit vouchers for the expenses stated above, if any. CLIENT Agrees to reimburse the SPEAKER for these expenses. **All fees listed in this Agreement, and any expense reimbursements are to be made in United States dollars (USD) via ACH (preferred), check (drawn on a U.S. bank), or wire transfer.**

ACCEPTED BY SPEAK, INC. (Federal ID #33-0356634)

Signature

Date

Title

ACCEPTED BY CLIENT

Signature

Date

Title

SPEAK INC AND CLIENT'S signature above will serve as acknowledgment and acceptance of the Additional Agreement Provisions set forth on the second page of this contract.



CSMFO BOARD REPORT

DATE: June 15, 2023

FROM: Jean M. Rousseau, Executive Director

SUBJECT: Recommended Orientation Plan for New Board Members, Committee Chairs/Vice Chairs, and Chapter Chairs/Vice Chairs and Request for Direction on the second portion of the Goal, which is to Develop Metrics for Measuring Volunteer Success and Identifying Deficiencies

Background:

Included within the 2023 CSMFO Strategic Action Plan, under the focus area of Unfinished Business, includes Goal #25 Formalize Board, Committee and Chapter Orientation and Metrics. The associated action plan items are as follows:

- 25.1 Develop orientation plan for new Board members, Committee Chairs/Vice Chairs, and Chapter Chairs/Vice Chairs
- 25.2 Develop metrics for measuring volunteer success and identifying deficiencies.

The plan designated the Executive Director as the responsible party for this goal. A verbal progress report has been provided a few times during 2022 and in the last meeting in April 2023.

The Orientation Plan is designed to provide guidance to new Board members, Committee Chairs and Vice Chairs along with and Chapter Chairs and Vice-Chairs. The Plan will help new members in various levels of leadership acclimate to their new roles in the organization. The plan directs members to pertinent information on the CSMFO website and includes additional information necessary to understand how each group functions. The plan also includes annual system changes executed by Smith Moore and Associates to help with access to Basecamp, Listserv and pertinent website locations. It is recommended for Board approval and is intended as a stand-alone document to be stored on the CSMFO Leadership sub header under the Policies and Procedures Manuals sub-sub header. See the Plan in Attachment A.

Recommendation:

It is recommended that the Board approve the Orientation Plan reflected in Attachment A.



Attachment A

New Board Directors, Committee Chairs/Vice Chairs and Chapter Chairs/Vice Chairs Orientation

Things to know for new Board Directors:

1. Review CSMFO website for background information. Start with the About CSMFO header, CSMFO Leadership sub-header and the following areas:
 - a. Policies and Procedures Manual
 - b. Leadership Roles & Responsibilities
 - c. Board Agenda Packets – Prior Board of Director’s meetings’ agenda packets for historical background information
 - d. Strategic Goals – CSMFO develops strategic action goals on an annual basis.
2. CSMFO is run almost entirely by government and commercial volunteers.
3. New Board Directors terms are effective January 1st.
4. Currently Board of Director’s meetings occur bi-monthly. The agenda packets are sent out generally a week before the meeting.
5. There is no requirement to speak at the meeting unless you have questions and comments.
6. Board agenda items (whether written or verbal) are prepared by committees and by the Executive Committee.



Attachment A

7. The Executive Director working with SMA and the President review and OK the Board agenda.
8. The Executive Committee is comprised of the current President, President-Elect and Past President with the Executive Director acting as staff. The Executive Committee meets monthly.
9. Board Directors typically are not asked to prepare agenda items for the Board meeting.
10. All new Board Directors receive a Board of Director's jacket with their name and term of service on it.
11. Smith, Moore and Associates, (SMA), is an association management firm that provides full administrative support to CSMFO. The Executive Director works closely with SMA on administrative support to CSMFO.
12. SMA performs the following administrative tasks at the beginning of the calendar year for new Board Directors:
 - Update Board roster including Board Director photograph.
 - Grant access to the Leadership group in Basecamp.
 - Add new Board Directors to Board and Committees listserv group. Listserv email functionality is located on the CSMFO website under the header of Resources, sub-header Knowledge Base.



Attachment A

Things to know for New Committee Chairs and Vice Chairs:

1. Review CSMFO website for background information. Start with the About CSMFO header, CSMFO Leadership sub-header and the following areas:
 - a. Policies and Procedures Manual, pages 1-4 address the standing Committees and their functions
 - b. Leadership Roles & Responsibilities
 - c. Strategic goals - CSMFO develops strategic action goals on an annual basis. Most strategic goals are assigned to Committees to accomplish.
2. CSMFO is run almost entirely by government and commercial volunteers.
3. New Committee Chairs and Vice Chairs assignments are effective January 1st.
4. Committees meet monthly usually for an hour on the same day and time each month.
5. Committee Chairs and Vice chairs are expected to attend the bi-monthly Board of Director's meetings.
6. Committees are assigned certain duties as defined in the Policies and Procedures Manual.
7. Most Board agenda items come from the Committees.
8. Some prior Committee agendas are in the Board of Director agenda packets and on Basecamp. Basecamp is an online platform used as a repository for



Attachment A

some but not all the Committees' agendas, back up material and minutes. Not all committees utilize Basecamp.

9. Smith, Moore and Associates, (SMA), is an association management firm that provides full administrative support to CSMFO. The Executive Director works closely with SMA on administrative support to CSMFO.
10. SMA performs the following administrative tasks at the beginning of the calendar year for committees:
 - Update Committee rosters.
 - Grant all Committee Chairs and Vice Chairs access to the Committee leadership group in Basecamp.
 - Add all new Committee members to the Board and Committees listserv group. Listserv email functionality is located on the CSMFO website under the header of Resources, sub-header Knowledge Base.



Attachment A

Things to know for New Chapter Chairs and Vice Chairs:

1. Review the CSMFO website for background information. Start with the About CSMFO header, CSMFO Chapters sub-header for information regarding CSMFO's 20 Chapters and its Chairs and Vice Chairs along with the cities in the Chapter.
2. Next under the About CSMFO header, CSMFO Leadership sub-header review the Chapter Handbook. This is the most authoritative guide for Chapter Chairs and Vice Chairs.
3. Next under the About CSMFO header, CSMFO Leadership sub-header, Policies and Procedures Manuals sub-sub-header, pages 7-8 address Chapters and their duties.
4. CSMFO is run almost entirely by government and commercial volunteers.
5. New Chapter Chairs and Vice Chairs are effective January 1st.
6. Chapters meet when they can and the number of meetings vary from Chapter to Chapter.
7. Chapter Chairs are invited to attend the bi-monthly Board of Director's meetings and are encouraged to provide an update on their Chapter activities.
8. Smith, Moore and Associates, (SMA), is an association management firm that provides full administrative support to CSMFO. The Executive Director works closely with SMA on administrative support to CSMFO.



Attachment A

9. SMA performs the following administrative tasks at the beginning of the calendar year for committees:

- Update Chapter rosters
- Add new Chapter Chairs to the Chapter Chairs listserv group. Listserv email functionality is located on the CSMFO website under the header of Resources, sub-header Knowledge Base.
- Update the contact information on the website under the About CSMFO header, CSMFO Leadership sub-header, Chapter Chairs sub-sub header.
- Grant administrative access to Chapter Chairs and Vice Chairs so they can pull registration and financial reports for their Chapter meetings.
- Grant access to Chapter Chairs to the Committee Chairs group in Basecamp.

Board approval: June 15, 2023



CSMFO BOARD REPORT

DATE: June 15, 2023

FROM: Finance Committee, Margaret Moggia, Chair & 2018 Past President
Subcommittee: John Adams, Drew Corbett, Stephen Parker

SUBJECT: Preliminary Draft of CSMFO's Long-Term Financial Plan for 2024 through 2028

Background:

Strategic Priority

Financial sustainability has been a recent discussion item at the CSMFO Board, so much so that the Finance Committee was newly created in 2022 to assist in the annual budget development with the President and Executive Director and to develop a Long-Term Financial Plan for CSMFO since both the 2022 and 2023 had structural deficits.

As part of the Strategic Planning Session in 2022, one of the Action items under Unfinished Business was to "Develop a Long-Term Financial Plan". The item is part of the 2023 CSMFO Action Plan and has been assigned to the Finance Committee.

2023 Budget Approval

At the December 15, 2022 Board meeting, the Board approved the 2023 Budget as shown in the table below that proposed to use \$228,504 in Reserves, with Total Revenues of \$1,817,265 and Total Expenses of \$2,045,769.

Activity	Total Revenues	Total Expenses	Net Gain / (Loss)
General	\$448,650	\$616,650	(\$168,000)
Conference	1,118,515	1,157,069	(38,554)
Chapter	100,000	101,000	(1,000)
Education Workshops	150,100	171,050	(20,950)
Total	\$1,817,265	\$2,045,769	(\$228,504)

Of the \$228,504 use of reserves, approximately \$87,000 was considered one-time in nature and not re-occurring. But there is a structural deficit in excess of \$100,000 which is more than 5% of total expenses. Although the deficit could be addressed by reducing expenditures or increasing revenues, the proposed options presented to the Board focused solely on increasing revenues since many fees charged by CSMFO have not been adjusted in many years.

The fees considered for increases in 2024 included:

- 1) Career Development Education Workshops
- 2) Advertising Fees, including Job Postings
- 3) Membership Fees

Long-Term Financial Sustainability Policy

Below for the Board's consideration and feedback are broad policy elements or principles that would help guide CSMFO to ensure long-term financial sustainability. Several may already be in the Policy Manual or are current practices, but the Finance Committee felt it is important to establish these principles as the foundation of the Long-Term Financial Plan and the Policy. There may be ones that need to be implemented over multiple years, like the Annual Conference making a 10% contribution to operations or Career Development fully covering its costs.

Proposed Policy Principles Long-Term Financial Sustainability:

- a) Reserves are used for One-Time Expenditures or to initiate New Programs
- b) Review Fees Annually and adjust Fees at least every 2 Years (except Conference Rates)
- c) Annual Conference to make a 10% Contribution/Profit for Operations for Mission Critical Services (Reinvestment)
- d) Career Development to Cover Full Costs including Admin Support & Webinar Costs
- e) Allocate SMA Cost to Functional Areas (Conference, Career Development, Awards, etc.)
- f) Properly Categorize Expenses and matching Revenues
- g) Ensure Member & Non-Member Pricing is appropriate

Development of Five-Year Forecast

The process to develop a long-term financial plan started in early 2022 by the Finance Committee. The initial work was to analyze the past budget and actual trends for CSMFO since 2010. The historical budget information and actual financial results are attached as Attachment 3 for reference. After gaining a strong understanding of the financial performance of the organization, the Finance Committee Chair worked closely with the President Elect and the various Committee Chairs in developing the 2023 Budget which formed the baseline of the Five-Year Forecast. Once the 2023 budget was approved, the Finance Committee formed a sub-committee in February 2023 to develop a five-year forecast for CSMFO. The sub-committee worked over several months to develop the excel model, including developing reasonable expenditure and revenue assumptions that included fee increases for training, membership and advertising.

The below table summarizes the forecast that is provided in Attachment 1. As shown, 2023 has a Net Loss of \$228,504, but with certain fee increases there could be a Net Profit in 2024.

Preliminary Five-Year Forecast with Fee Increases

	2022 Budget	2022 Preliminary	2023 Budget	2024 Projection	2025 Projection	2026 Projection	2027 Projection	2028 Projection
Revenues								
Operating	430,200	499,797	448,650	509,400	509,400	533,200	533,200	566,250
Program	1,669,995	1,238,332	1,368,615	1,710,000	1,791,000	1,874,500	1,964,400	2,056,800
<i>Total Revenues</i>	2,100,195	1,738,129	1,817,265	2,219,400	2,300,400	2,407,700	2,497,600	2,623,050
Expenses								
Operating	581,190	616,589	616,650	593,100	610,200	627,900	646,200	665,000
Program	1,669,804	1,275,948	1,429,119	1,581,200	1,651,500	1,724,900	1,802,500	1,883,300
<i>Total Expenses</i>	2,250,994	1,892,537	2,045,769	2,174,300	2,261,700	2,352,800	2,448,700	2,548,300
Net Income (Loss)	(150,799)	(154,408)	(228,504)	45,100	38,700	54,900	48,900	74,750

Below are the current assumptions in the model that can be adjusted based on input from the Board and Committees.

Revenues Assumptions:

- a. Increase Member Dues in 2024 and every 2 years (Attachment 2)
- b. Increase Job Posting & Advertising Fees (Attachment 2)
- c. Award Fees - Increase Fees in 2024 (Ex. Budget from \$150 & \$200 to \$200 & no Paper)
- d. Program Revenues (Training) evaluated annually but assume 20% in Year 1 and 5% increases in subsequent years
- e. Conference Fees determined to ensure a Net Contribution to CSMFO
- f. Chapter Income & Expense is Off-Setting except for \$5,000 in additional support from G&A
- g. Interest Rate for Forecast is 2% on \$700k Balance.

Expenditure Assumptions:

- a. Various Cost Adjustments depending on type of expenditure.
- b. Executive Director Costs (S&B and Misc.) Increases at 3%/yr
- c. Management Services for 2024 is 2023 Contract amount of \$258,640 minus SMA \$50k for Conference, M&AMS Services of \$26,200 plus 4%/yr

In addition to the assumptions, there are other considerations for the Board to provide feedback on, including:

- a. Identify which Programs or Services should be subsidized vs. making net positive contribution.
- b. Determine rate differential for membership fees (manager vs. professional, vs. other, etc.)
- c. How Management Services and Support are allocated to Program Areas.

Smith Moore & Associates Allocation

As part of the budget analysis and forecast, the sub-committee worked with the Executive Director to get a preliminary estimate of how to allocate management services & support to the various program areas. This allocation will assist in identifying all costs in various programs to ensure fees are set to recover those costs. The below table shows the current allocation estimate.

2023 CSMFO SUPPORT BY SMA (Current Estimate)

Category	% Allocation	\$ Allocation
General & Administrative & Technology	45.0%	104,598
Awards Program	3.0%	6,973
Annual Conference	17.0%	39,515
Career Development/Trainings/Webinars	15.0%	34,866
Chapter Support	10.0%	23,244
Committee Support	10.0%	23,244
Totals	100.0%	\$ 232,440

Conference Budget and Fees

The annual conference is CSMFO's flagship event. Combining first-rate educational content with substantial networking opportunities, the annual conference provides tremendous value to our membership. Part of this value has come from conference fees that are relatively low in comparison to other conferences such as those put on by the League of California Cities, GFOA, and ICMA. This has been made possible by the support of our vast network of commercial members and partners who have helped to subsidize the total cost of the conference. Over the years, this model has proven

successful for the organization, as, with a few exceptions, conferences have finished with a surplus that has helped offset the cost of other CSMFO initiatives.

As we are all seeing in our day-to-day work, as well as in our personal lives, costs are increasing across the board. Conference expenses are no exception, and current conference rates, even with the tremendous support of our commercial members, are not sufficient to ensure we are able to cover the costs of the entire conference experience. As such, an increase in conference fees is warranted at this time and can be accomplished without making CSMFO an outlier in comparison to the cost of other conferences considered by our membership.

Further, the Finance Committee submits for Board consideration that the conference should not only recover costs but should strive to close with a 10% surplus that can be reinvested into other CSMFO initiatives. This could include new initiatives or expansions of existing programming where CSMFO does not intend on fully recovering costs, at least in the short term. As noted, this can be accomplished without raising rates beyond those for comparable conference offerings.

Recommendation:

- 1) Provide feedback to the Finance Committee on:
 - a. Long-Term Financial Sustainability Policy Principles
 - b. Assumptions made for Revenues and Expenditures
 - c. Proposed Fee Increases
- 2) Direct Finance Committee to meet with the Membership, Career Development, Communications, and Recognition Committees to discuss proposed fee increases to include in the 2024 Budget.
- 3) Direct Finance Committee to assist the Host Committee in evaluating proposed 2024 Conference Fees to ensure a net Contribution to CSMFO for the annual Conference after all costs.
- 4) Return to the Board of Directors in August with Final Recommendations to assist in the development of the 2024 Budget.

Attachments:

- 1) Preliminary Draft of Five-Year Forecast
- 2) Projections for Membership Dues and Advertising Fees for 5 Years
- 3) 12 Year Historical Budget and Actual Information

<u>Operating Revenues</u>	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
Membership dues	243,200.00	245,070.00	260,000.00	247,725.00	231,720.00	221,035.00	209,300.00	197,120.00	199,930.00	178,965.00	177,225.00	181,455.00
Interest income	5,000.00	10,338.29	19,794.22	26,040.73	7,549.17	4,120.98	1,600.94	479.50	717.91	974.20	1,198.59	1,107.00
Advertising income	164,000.00	122,725.00	160,645.00	138,742.50	159,065.37	145,244.50	109,760.00	109,955.00	97,471.25	79,262.50	59,490.00	52,555.00
Miscellaneous	-	-	-	-	-	51.00	-	-	-	5.00	108.00	1,822.00
Budget/CAFR fees	15,000.00	15,650.00	18,200.00	16,700.00	18,600.00	17,150.00	16,950.00	15,250.00	15,600.00	16,200.00	19,900.00	15,000.00
Subtotal Operating Revenues	427,200.00	393,783.29	458,639.22	429,208.23	416,934.54	387,601.48	337,610.94	322,804.50	313,719.16	275,406.70	257,919.59	251,939.00
<u>Program and Other Revenues</u>	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
Chapter Income	10,000.00	9,896.84	93,067.00	112,433.00	106,685.90	95,847.00	73,163.77	33,577.37	-	-	-	-
Contributions and Donations	-	6,591.46	-	-	1,905.49	3,883.32	227.15	13,167.70	16,140.90	12,561.20	10,000.00	-
Webinar	2,623.00	6,156.00	10,175.00	4,600.00	3,750.00	3,425.00	2,500.00	3,775.00	2,075.00	3,115.00	2,625.00	-
Legislative seminar	-	-	-	-	-	-	-	-	-	-	-	-
Weekend Training (formally "Training")	-	-	15,230.00	18,725.00	20,160.00	24,782.00	19,775.00	17,975.00	15,050.00	11,875.00	11,900.00	13,250.00
Introduction To Government	20,850.00	19,501.00	19,762.50	14,100.00	11,550.00	16,725.00	14,250.00	13,760.00	15,300.00	7,100.00	5,300.00	10,600.00
Intermediate Government	44,845.00	22,650.00	28,500.00	20,250.00	44,550.00	50,100.00	66,000.00	37,350.00	37,000.00	6,335.00	10,450.00	-
Revenue Fundamentals I	16,500.00	-	6,750.00	6,150.00	5,600.00	9,750.00	-	-	-	-	-	-
Revenue Fundamentals II	-	-	-	-	-	-	-	-	-	-	-	-
Supervisory Skills	-	-	4,000.00	5,400.00	10,200.00	-	-	-	-	-	-	-
Leadership Skills	-	-	-	-	-	-	-	-	-	-	-	-
Budget 1-2	22,950.00	15,000.00	-	-	-	-	-	-	-	-	-	-
Budget 3-4	11,250.00	-	-	-	-	-	-	-	-	-	-	-
CMTA/CSMFO Joint Education	6,450.00	7,350.00	3,750.00	1,725.00	2,400.00	4,575.00	5,512.50	3,787.50	5,175.00	-	-	-
CALCPA Contribution	-	-	-	-	-	-	-	-	-	-	-	-
Presentation Skills/Fiscal Policy	-	-	-	3,300.00	2,100.00	10,650.00	11,300.00	7,950.00	14,275.00	7,835.00	6,120.00	2,500.00
Subtotal Program and Other Revenues	135,468.00	87,145.30	181,234.50	186,683.00	208,901.39	219,737.32	192,728.42	131,342.57	105,015.90	48,821.20	46,395.00	26,350.00
Total Revenue from Operations	562,668.00	480,928.59	639,873.72	615,891.23	625,835.93	607,338.80	530,339.36	454,147.07	418,735.06	324,227.90	304,314.59	278,289.00
<u>Operating Expenses</u>	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
President's expense	3,500.00	2,495.54	5,514.33	3,659.90	3,748.88	4,113.87	3,355.23	3,772.72	3,635.13	4,858.19	3,311.59	1,362.25
Board of Directors	5,000.00	3,192.43	17,453.07	4,369.93	3,691.92	2,174.45	4,991.36	3,032.99	3,132.14	650.00	3,871.40	5,809.49
Committee/Chapter support	4,500.00	9,069.42	11,264.94	10,000.34	2,661.40	-	2,619.80	1,663.50	4,459.49	527.28	155.64	963.15
Board planning session (Retreat)	57,000.00	4,300.00	49,604.05	41,325.42	26,205.05	29,693.99	31,379.46	29,389.35	23,075.39	25,222.88	23,950.40	23,478.06
Management & Professional Services	252,640.00	229,677.67	280,152.46	270,817.84	256,121.36	235,123.37	202,814.56	193,828.44	190,102.72	179,816.07	177,774.06	125,462.36
Payroll	-	-	-	-	-	-	-	-	-	-	-	-
Office supplies/Storage	1,100.00	1,276.29	1,068.41	1,144.89	1,040.38	716.88	452.83	452.37	302.14	318.15	203.19	446.91
Merchant fees	15,000.00	6,358.69	20,770.16	20,395.63	14,642.25	15,238.14	14,004.08	8,997.45	19,664.59	14,808.99	13,671.48	10,787.14
Awards	5,000.00	5,079.77	4,694.25	4,572.49	4,936.40	5,793.15	351.71	216.35	456.19	-	223.27	332.67
Printing	20,100.00	21,786.75	15,295.06	12,209.57	10,468.91	13,230.97	12,594.26	10,000.82	11,452.64	9,905.40	9,813.92	11,241.39
Marketing/Membership	10,000.00	14,037.33	14,462.81	5,233.24	8,395.17	-	-	11,586.34	-	500.00	-	-
Magazine/News	10,000.00	18,448.55	7,123.00	15,790.27	14,438.03	22,885.02	-	-	-	-	-	-
Postage	1,500.00	1,260.91	2,292.40	1,689.59	3,590.31	2,133.40	1,730.79	2,952.88	3,265.07	4,575.98	6,917.96	5,644.27
Equipment lease	-	-	-	-	-	-	-	-	-	-	-	-
Telephone/Bridge calls	1,000.00	930.83	907.22	1,578.24	3,983.68	5,276.29	4,726.17	3,805.30	3,313.00	2,485.50	2,250.55	826.12
Web and technology expenses	35,000.00	28,885.66	36,431.72	13,050.30	14,521.83	18,117.80	13,145.47	12,299.00	13,382.92	11,454.96	12,147.46	10,472.46
Travel	-	-	2,145.17	3,434.20	24.00	-	1,066.72	454.20	221.32	885.11	1,150.49	959.35
Audit	9,500.00	9,315.00	9,570.00	9,000.00	8,910.00	9,400.00	9,250.00	9,075.00	7,522.00	9,470.00	8,490.00	9,322.11
Insurance	4,000.00	3,271.00	1,769.00	1,710.00	2,240.00	1,660.00	1,576.00	2,094.00	2,260.00	2,400.00	2,400.00	2,430.00
Taxes	30,000.00	26,264.81	30,490.00	36,064.13	32,703.00	21,156.38	25,189.51	28,051.00	19,659.00	12,645.98	3,935.72	3,083.96
Miscellaneous	-	5,075.75	-	-	-	(500.00)	335.00	(499.61)	2,345.50	-	412.59	-
GFOA Reception	-	-	52,250.16	20,389.53	15,438.65	5,452.59	9,323.73	3,489.75	6,254.00	-	-	2,754.40
Donations/Other	-	175.00	-	-	-	-	-	-	2,732.57	5,315.44	5,040.00	87,504.00
Subtotal Operating Expenses	464,840.00	390,901.40	563,258.21	475,944.51	427,231.22	392,246.30	338,990.68	324,143.85	317,069.81	285,699.93	275,719.72	302,880.09
<u>Program Expenses</u>	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
Chapter Expenses	10,000.00	12,701.26	97,754.24	122,627.40	108,733.56	85,237.81	66,541.41	18,990.34	-	-	-	-
Legislative seminar	-	-	-	-	-	-	-	-	-	-	-	-
Weekend Training (formally "Training")	-	-	9,657.74	20,612.44	15,564.21	25,281.37	22,393.37	22,690.39	15,754.74	10,697.33	10,667.02	12,857.00
Introduction to Government	2,000.00	13,602.27	14,685.71	12,640.73	13,819.05	13,388.02	12,905.83	12,052.13	11,873.25	4,159.53	1,641.61	2,745.00
Intermediate Government	9,894.22	9,643.19	32,919.96	22,069.64	38,396.48	41,606.37	43,477.08	33,865.59	39,533.53	6,543.88	11,582.00	-
Webinar Expenses	1,000.00	5,750.00	-	-	-	100.00	500.00	-	-	-	-	203.00
Revenue Fundamentals I	750.00	-	2,204.37	819.00	1,265.35	3,521.02	-	-	-	-	-	-
Revenue Fundamentals II	-	-	3,200.00	-	-	-	-	-	-	-	-	-
Supervisory Skills	-	-	360.00	11,066.10	11,662.86	-	-	-	-	-	-	-
Leadership Skills	-	-	5,816.06	-	-	-	-	-	-	-	-	-
Budget 1-2	4,950.00	3,000.00	-	-	-	-	-	-	-	-	-	-
Budget 3-4	5,000.00	-	-	-	-	-	-	-	-	-	-	-
Presentation Skills/Fiscal Policy	-	-	-	6,521.81	4,878.79	15,150.67	16,964.88	8,111.65	13,579.05	7,436.82	1,320.83	3,648.00
Education Other	-	-	6,816.97	-	-	-	-	-	-	-	-	-
CMTA Collaboration	-	-	-	-	-	-	-	-	-	-	-	-
Coaching program training consultant	-	-	-	-	-	-	-	2,811.47	-	-	-	-
Subtotal Program Expenses	33,594.22	44,696.72	173,415.05	196,357.12	194,320.30	184,285.26	162,782.57	98,521.57	80,740.57	28,837.56	25,211.46	19,453.00
Total Expenses from Operations	498,434.22	435,598.12	736,673.26	672,301.63	621,551.52	576,531.56	501,773.25	422,665.42	397,810.38	314,537.49	300,931.18	322,333.09
Total Operating Rev over Exp	64,233.78	45,330.47	(96,799.54)	(56,410.40)	4,284.41	30,807.24	28,566.11	31,481.65	20,924.68	9,690.41	3,383.41	(44,044.09)
One-Time Expenses/Prior Year	(35,000.00)	(8,189.18)	(34,152.05)	(6,220.22)	(7,731.38)	(6,600.00)	-	-	-	-	-	-
<u>Annual Conference</u>	2021 Actual	2020 Actual	2019 Actual	2018 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	2010 Actual
Conference revenues	410,105.00	1,374,153.27	1,058,037.58	911,040.36	828,100.49	865,034.74	666,100.00	630,390.00	557,240.00	586,880.21	462,370.00	532,710.00
Conference expenses	252,663.00	1,328,811.94	1,025,126.34	848,529.45	729,720.59	855,252.10	578,076.32	527,502.58	436,177.99	487,339.58	389,089.00	419,555.00
Subtotal Conference Rev over Exp	157,442.00	45,341.33	32,911.24	62,510.91	98,379.90	9,782.64	88,023.68	102,887.42	121,062.01	99,540.63	73,281.00	113,155.00
Total Revenue over Expenses	186,675.78	82,482.62	(98,040.35)	(119.71)	94,932.93	33,989.88	116,589.79	134,369.07	141,986.69	109,231.04	76,664.41	69,110.91

Operating Revenues	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget	2013 Budget	2012 Budget	2011 Budget	2010 Budget
Membership dues	250,200.00	187,088.00	233,876.00	250,600.00	225,140.00	223,200.00	215,225.00	200,495.00	195,960.00	182,025.00	180,000.00	181,500.00	190,000.00
Interest income	5,000.00	5,000.00	20,000.00	15,000.00	10,000.00	3,000.00	2,000.00	620.00	750.00	1,000.00	1,250.00	1,000.00	6,000.00
Advertising income	160,000.00	134,400.00	135,600.00	144,000.00	161,000.00	151,000.00	127,205.00	91,126.43	90,705.00	76,655.00	54,000.00	53,500.00	53,960.00
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
Budget/CAFR fees	15,000.00	15,000.00	15,000.00	19,850.00	19,850.00	16,100.00	16,100.00	15,600.00	18,500.00	15,500.00	13,000.00	13,000.00	12,420.00
Subtotal Operating Revenues	430,200.00	341,488.00	404,476.00	429,450.00	415,990.00	393,300.00	360,530.00	307,841.43	305,915.00	275,180.00	248,250.00	249,000.00	262,380.00
Program and Other Revenues	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget	2013 Budget	2012 Budget	2011 Budget	2010 Budget
Chapter Income	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	90,000.00	50,000.00	-	-	-	-	-	-
Contributions and Donations	-	-	-	-	2,000.00	5,000.00	15,000.00	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Webinar	2,600.00	5,156.00	-	-	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	1,000.00	6,000.00	-
Legislative seminar	-	-	-	-	-	-	-	-	-	-	7,500.00	6,500.00	9,000.00
Weekend Training (formally "Training")	20,225.00	21,000.00	-	20,200.00	20,100.00	20,000.00	-	-	12,625.00	12,025.00	15,000.00	15,000.00	17,000.00
Introduction To Government	21,000.00	22,000.00	11,475.00	13,125.00	13,125.00	19,800.00	20,000.00	13,000.00	16,000.00	7,500.00	6,000.00	10,000.00	25,200.00
Intermediate Government	46,500.00	35,000.00	-	39,900.00	39,900.00	49,500.00	19,800.00	19,800.00	36,000.00	9,000.00	18,000.00	-	-
Revenue Fundamentals I	10,500.00	7,500.00	5,100.00	6,000.00	6,000.00	15,000.00	39,600.00	39,600.00	-	-	-	-	-
Revenue Fundamentals II	6,150.00	7,500.00	-	6,000.00	6,000.00	7,500.00	-	-	-	-	-	-	-
Supervisory Skills	-	5,000.00	200.00	10,000.00	10,000.00	-	-	-	-	-	-	-	-
Leadership Skills	-	5,000.00	-	10,000.00	10,000.00	-	-	-	-	-	-	-	-
Budget 1-2	13,500.00	15,000.00	-	-	-	-	-	-	-	-	-	-	-
Budget 3-4	13,500.00	7,500.00	-	-	-	-	-	-	-	-	-	-	-
CMTA/CSMFO Joint Education	6,600.00	7,500.00	-	3,000.00	3,000.00	3,750.00	2,475.00	4,950.00	14,500.00	-	-	-	-
CALCPA Contribution	-	-	-	-	-	-	-	-	-	5,000.00	-	-	-
Presentation Skills/Fiscal Policy	-	-	-	3,900.00	3,000.00	12,000.00	15,600.00	14,200.00	13,200.00	11,250.00	-	2,500.00	7,500.00
Subtotal Program and Other Revenues	240,575.00	238,156.00	116,775.00	212,125.00	216,125.00	225,550.00	165,475.00	109,550.00	110,325.00	57,775.00	57,500.00	50,000.00	68,700.00
Total Revenue from Operations	670,775.00	579,644.00	521,251.00	641,575.00	632,115.00	618,850.00	526,005.00	417,391.43	416,240.00	332,955.00	305,750.00	299,000.00	331,080.00
Operating Expenses	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget	2013 Budget	2012 Budget	2011 Budget	2010 Budget
President's expense	6,500.00	12,000.00	5,000.00	10,400.00	11,000.00	6,000.00	6,000.00	5,500.00	5,500.00	2,900.00	4,000.00	1,500.00	4,500.00
Board of Directors	10,000.00	5,100.00	5,100.00	7,100.00	7,100.00	4,600.00	4,600.00	2,600.00	2,600.00	3,700.00	5,000.00	5,000.00	5,000.00
Committee/Chapter support	7,000.00	20,000.00	20,000.00	56,000.00	40,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Board planning session (Retreat)	50,000.00	45,500.00	45,500.00	45,500.00	38,500.00	31,700.00	33,200.00	32,500.00	28,000.00	27,000.00	25,000.00	25,000.00	30,000.00
Management & Professional Services	242,340.00	252,640.00	261,800.00	259,791.00	253,979.00	268,479.00	243,064.00	211,069.55	119,447.19	135,903.00	131,345.00	130,119.00	122,654.00
Payroll	127,500.00	-	-	-	-	-	-	-	-	-	-	-	-
Office supplies/Storage	1,250.00	1,250.00	1,500.00	1,150.00	1,300.00	800.00	650.00	500.00	400.00	450.00	750.00	750.00	1,000.00
Merchant fees	30,000.00	30,000.00	30,000.00	35,000.00	30,000.00	25,000.00	25,000.00	19,617.40	18,500.00	15,000.00	13,000.00	20,000.00	10,500.00
Awards	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	500.00	500.00	500.00	500.00	1,000.00	1,000.00	1,000.00
Printing	12,000.00	17,000.00	14,000.00	10,000.00	13,000.00	13,500.00	13,000.00	11,000.00	12,000.00	9,500.00	8,500.00	8,500.00	16,000.00
Marketing/Membership	10,000.00	10,000.00	10,000.00	6,650.00	6,650.00	-	-	-	-	-	-	500.00	-
Magazine/News	20,000.00	20,000.00	20,000.00	15,000.00	15,000.00	15,000.00	-	-	-	-	-	-	-
Postage	2,000.00	2,000.00	3,000.00	4,000.00	4,000.00	2,000.00	2,000.00	4,500.00	4,500.00	6,000.00	6,000.00	6,000.00	6,000.00
Equipment lease	-	-	-	-	-	-	-	-	3,600.00	6,000.00	5,000.00	5,000.00	5,040.00
Telephone/Bridge calls	1,500.00	1,600.00	1,600.00	2,100.00	2,100.00	5,100.00	4,000.00	3,850.00	3,150.00	2,750.00	1,500.00	1,000.00	750.00
Web and technology expenses	35,000.00	35,000.00	25,000.00	25,000.00	7,000.00	19,000.00	19,000.00	19,100.00	18,000.00	18,000.00	15,000.00	15,000.00	39,000.00
Travel	2,000.00	-	-	5,000.00	3,000.00	1,000.00	1,000.00	500.00	500.00	1,000.00	2,000.00	2,000.00	3,500.00
Audit	9,500.00	9,500.00	9,000.00	9,000.00	9,000.00	9,500.00	9,500.00	7,800.00	9,500.00	10,000.00	7,300.00	7,300.00	8,000.00
Insurance	4,000.00	5,000.00	5,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	1,600.00
Taxes	30,000.00	30,000.00	40,000.00	30,000.00	25,000.00	20,000.00	20,000.00	15,000.00	16,000.00	7,000.00	1,800.00	14,000.00	18,000.00
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	500.00	5,000.00
GFOA Reception	20,000.00	-	-	25,000.00	15,000.00	10,000.00	5,000.00	5,000.00	5,000.00	5,000.00	500.00	-	-
Donations/Other	49,000.00	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Operating Expenses	674,590.00	501,590.00	501,500.00	553,691.00	488,629.00	443,679.00	393,514.00	346,536.95	254,697.19	258,203.00	235,195.00	250,669.00	282,544.00
Program Expenses	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget	2013 Budget	2012 Budget	2011 Budget	2010 Budget
Chapter Expenses	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	80,000.00	50,000.00	-	-	-	-	-	-
Legislative seminar	-	-	-	-	-	-	-	-	-	-	6,500.00	6,000.00	9,000.00
Weekend Training (formally "Training")	25,000.00	25,000.00	-	25,000.00	25,000.00	25,000.00	-	-	16,394.00	10,500.00	15,000.00	15,000.00	17,000.00
Introduction to Government	5,000.00	11,000.00	4,102.27	14,875.00	14,875.00	19,200.00	25,000.00	17,000.00	12,800.00	5,250.00	4,000.00	9,250.00	17,200.00
Intermediate Government	14,000.00	18,000.00	149.67	33,970.00	33,970.00	41,700.00	19,200.00	19,200.00	32,400.00	8,900.00	12,000.00	-	-
Webinar Expenses	-	-	-	-	-	2,500.00	33,360.00	33,360.00	-	-	-	-	-
Revenue Fundamentals I	3,500.00	4,750.00	-	6,000.00	6,000.00	12,664.00	2,500.00	2,500.00	-	-	-	-	-
Revenue Fundamentals II	3,500.00	5,000.00	-	6,000.00	6,000.00	6,332.00	-	-	-	-	-	-	-
Supervisory Skills	-	6,300.00	-	12,350.00	12,350.00	-	-	-	-	-	-	-	-
Leadership Skills	-	6,300.00	-	12,350.00	12,350.00	-	-	-	-	-	-	-	-
Budget 1-2	5,000.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-
Budget 3-4	5,000.00	2,500.00	-	-	-	-	-	-	-	-	-	-	-
Presentation Skills/Fiscal Policy	-	-	-	4,630.00	4,630.00	16,792.00	15,640.00	15,460.00	13,500.00	7,500.00	-	2,500.00	7,500.00
Education Other	-	-	-	-	-	-	-	-	-	-	-	-	-
CMTA Collaboration	-	-	-	1,900.00	1,900.00	1,300.00	2,425.00	4,850.00	14,000.00	5,000.00	-	-	-
Coaching program training consultant	-	-	-	-	-	-	-	-	80,100.00	63,500.00	48,100.00	48,100.00	48,100.00
Subtotal Program Expenses	161,000.00	183,850.00	104,251.94	217,075.00	217,075.00	205,488.00	148,125.00	92,370.00	169,194.00	100,650.00	85,600.00	80,850.00	98,800.00
Total Expenses from Operations	835,590.00	685,440.00	605,751.94	770,766.00	705,704.00	649,167.00	541,639.00	438,906.95	423,891.19	358,853.00	320,795.00	331,519.00	381,344.00
Total Operating Rev over Exp	(164,815.00)	(105,796.00)	(84,500.94)	(129,191.00)	(73,589.00)	(30,317.00)	(115,634.00)	(21,515.52)	(7,651.19)	(25,898.00)	(15,045.00)	(32,519.00)	(50,264.00)
One-Time Expenses/Prior Year	-	(65,000.00)	(25,000.00)	(25,000.00)	(30,000.00)	-	(12,500.00)	(10,400.00)	-	-	-	-	-
Annual Conference	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget	2013 Budget	2012 Budget	2011 Budget	2010 Budget
Conference revenues	1,420,345.00	332,250.00	1,382,608.27	1,020,104.00	786,160.00	729,650.00	701,200.00	565,440.00	557,860.00	455,475.00	511,575.00	449,900.00	482,935.00
Conference expenses	1,406,579.00	333,906.00	1,303,321.33	1,045,247.00	829,361.00	754,795.00	738,813.00	565,068.00	541,322.00	452,755.00	481,489.00	449,900.00	451,706.00
Subtotal Conference Rev over Exp	13,766.00	(1,656.00)	79,286.94	(25,143.00)	(43,201.00)	(25,145.00)	(37,613.00)	372.00	16,538.00	2,720.00	30,086.00	-	31,229.00
Total Revenue over Expenses	(151,049.00)	(172,452.00)											

	2022 Budget	2022 Actuals	2023 Budget	2024 Projection	2025 Projection	2026 Projection	2027 Projection	2028 Projection	5 Year Projection	Adj. Factor
Revenues										
Administration & Support										
Membership Dues	250,200	226,475	221,700	242,650	242,650	253,200	253,200	270,000	1,261,700	Sch.
Publication Advertising	160,000	239,450	190,000	221,250	221,250	234,500	234,500	250,750	1,162,250	Sch.
Award Fee	15,000	19,600	19,950	26,500	26,500	26,500	26,500	26,500	132,500	
Other Contributions	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	25,000	na
Interest	5,000	9,272	12,000	14,000	14,000	14,000	14,000	14,000	70,000	na
Subtotal	430,200	499,797	448,650	509,400	509,400	533,200	533,200	566,250	2,651,450	
Program Revenues										
Annual Conference	1,418,920	1,013,907	1,118,515	1,430,000	1,502,000	1,576,000	1,656,000	1,738,000	7,902,000	10%
Education Workshops	151,075	155,986	150,100	180,000	189,000	198,500	208,400	218,800	994,700	5%
Chapter Income	100,000	68,439	100,000	100,000	100,000	100,000	100,000	100,000	500,000	
Subtotal	1,669,995	1,238,332	1,368,615	1,710,000	1,791,000	1,874,500	1,964,400	2,056,800	9,396,700	
Total Revenues	2,100,195	1,738,129	1,817,265	2,219,400	2,300,400	2,407,700	2,497,600	2,623,050	12,048,150	
				22.1%	3.6%	4.7%	3.7%	5.0%		
Expenses										
Program Services										
Annual Conference	1,406,554	1,113,401	1,157,069	1,300,000	1,365,000	1,433,000	1,505,000	1,580,000	7,183,000	5%
Education Workshops	163,250	93,969	171,050	176,200	181,500	186,900	192,500	198,300	935,400	3%
Chapter Expense	100,000	68,578	101,000	105,000	105,000	105,000	105,000	105,000	525,000	0%
Subtotal	1,669,804	1,275,948	1,429,119	1,581,200	1,651,500	1,724,900	1,802,500	1,883,300	8,643,400	
Supporting Services										
Payroll and Staff Exp.	129,500	81,328	93,348	96,000	98,900	101,900	105,000	108,200	510,000	3%
Management Services	156,500	186,282	182,880	189,700	197,300	205,200	213,400	221,900	1,027,500	4%
Consultants	35,840	45,238	32,200	33,800	35,500	37,300	39,200	41,200	187,000	5%
Board and Committee	92,600	83,202	80,500	82,100	83,700	85,400	87,100	88,800	427,100	2%
Bank Charges	30,000	55,459	20,000	30,000	30,900	31,800	32,800	33,800	159,300	3%
Printing	32,000	16,948	22,100	22,500	23,000	23,500	24,000	24,500	117,500	2%
Miscellaneous	-	12,069	4,500	4,600	4,700	4,800	4,900	5,000	24,000	2%
Marketing	10,000	1,484	11,250	11,500	11,700	11,900	12,100	12,300	59,500	2%
Audit and Tax	9,500	11,855	9,420	9,700	10,000	10,300	10,600	10,900	51,500	3%
Newsletter (pending)	-	-	-	-	-	-	-	-	-	
Insurance	4,000	2,668	3,500	3,700	3,900	4,100	4,300	4,500	20,500	5%
President Expense	6,500	8,154	3,100	3,200	3,300	3,400	3,500	3,600	17,000	2%
Postage and Shipping	9,750	10,916	8,164	8,300	8,500	8,700	8,900	9,100	43,500	2%
Contributions/Donations/Misc	-	-	25,000	25,000	25,000	25,000	25,000	25,000	125,000	0%
Technology	35,000	33,059	90,688	38,000	38,800	39,600	40,400	41,200	198,000	2%
Subtotal	551,190	548,662	586,650	558,100	575,200	592,900	611,200	630,000	2,967,400	
Provision for Income Taxes	30,000	67,927	30,000	35,000	35,000	35,000	35,000	35,000	175,000	
Total Expenses	2,250,994	1,892,537	2,045,769	2,174,300	2,261,700	2,352,800	2,448,700	2,548,300	11,785,800	
				6.3%	4.0%	4.0%	4.1%	4.1%		
Net Income (Loss)	(150,799)	(154,408)	(228,504)	45,100	38,700	54,900	48,900	74,750	262,350	

		2023 Budget			2024 Forecast			2025 Forecast			2026 Forecast			2027 Forecast			2028 Forecast		
Acct #	Membership Category	Rate	Members	Revenue	Rate	Members	Revenue	Rate	Members	Revenue	Rate	Members	Revenue	Rate	Members	Revenue	Rate	Members	Revenue
4110	Membership Dues - Municipal - Professional	\$ 50.00	700	\$ 35,000	\$ 55	720	\$ 39,600	\$ 55	720	\$ 39,600	\$ 60	720	\$ 43,200	\$ 60	720	\$ 43,200	\$ 65	720	\$ 46,800
4110	Membership Dues - Municipal - Manager	\$ 125.00	1100	\$137,500	\$ 135	1110	\$149,850	\$ 135	1110	\$149,850	\$ 140	1110	\$155,400	\$ 140	1110	\$155,400	\$ 150	1110	\$166,500
4120	Membership Dues - Other Government	\$ 50.00	80	\$ 4,000	\$ 75	80	\$ 6,000	\$ 75	80	\$ 6,000	\$ 80	80	\$ 6,400	\$ 80	80	\$ 6,400	\$ 90	80	\$ 7,200
4130	Membership Dues - Commercial	\$ 220.00	200	\$ 44,000	\$ 230	200	\$ 46,000	\$ 230	200	\$ 46,000	\$ 235	200	\$ 47,000	\$ 235	200	\$ 47,000	\$ 240	200	\$ 48,000
4140	Membership Dues - Retired	\$ 20.00	60	\$ 1,200	\$ 20	60	\$ 1,200	\$ 20	60	\$ 1,200	\$ 20	60	\$ 1,200	\$ 20	60	\$ 1,200	\$ 25	60	\$ 1,500
			2140	\$221,700			\$242,650			\$242,650			\$253,200			\$253,200			\$270,000
							\$ 20,950			\$ -			\$ 10,550			\$ -			\$ 16,800
							9.4%			0.0%			4.3%			0.0%			6.6%
Acct #	Job Board & Advertising	Rate	Annual #'s	Revenue															
4303	Advertising Income - Job Posts - Member	\$ 275.00	480	\$132,000	\$ 325	480	\$156,000	\$ 325	480	\$156,000	\$ 350	480	\$168,000	\$ 350	480	\$168,000	\$ 375	480	\$180,000
4303	Advertising Income - Job Posts - Non-Member	\$ 400.00	120	\$ 48,000	\$ 450	120	\$ 54,000	\$ 450	120	\$ 54,000	\$ 450	120	\$ 54,000	\$ 450	120	\$ 54,000	\$ 475	120	\$ 57,000
4303	Advertising Income - News	\$ 200.00	50	\$ 10,000	\$ 225	50	\$ 11,250	\$ 225	50	\$ 11,250	\$ 250	50	\$ 12,500	\$ 250	50	\$ 12,500	\$ 275	50	\$ 13,750
			650	\$190,000			\$221,250			\$221,250			\$234,500			\$234,500			\$250,750
							\$ 31,250			\$ -			\$ 13,250			\$ -			\$ 16,250
							16.4%			0.0%			6.0%			0.0%			6.9%



CSMFO BOARD REPORT

Date June 15, 2023

FROM: Nick Kurns, Career Development Committee Chair

SUBJECT: Proposed New Core Course on Financial Management and Analysis

Background:

One of the goals for the Career Development Committee in recent years has been to expand CSMFO's core course offerings. Successful additions over the last several years have included Investment Accounting, Accounting for Capital Assets, and the two Fundamentals of Budgeting courses. The Committee is now focused on adding a core course on financial management and analysis, following a very successful webinar on the subject in January. Also, feedback received in various surveys in recent years indicates that there is strong demand for such a course.

Course Format

In order to develop the financial management and analysis course, the Career Development Committee reached out to Scott Catlett, who authored the January webinar and David Cain, who participated in development of the budgeting class. Scott Catlett has served as the Finance Director for Newport Beach and Yorba Linda, following 10 years in Riverside as Assistant Finance Director. Scott is currently a Senior Manager with Eide Bailly. David Cain has served in a number of cities and special districts as Finance Director, most recently Fountain Valley and San Bernardino. Since his retirement several years ago, he has served as a Finance Director for several cities on an interim basis and has successfully prepared and taught several of our courses and webinars while also serving as an adjunct faculty member for several MPA programs.

The Committee asked Scott and David to identify topics that would be important in providing foundational material to our members in the following areas: financial analysis, financial management, fiscal policies, and the various components of evaluating, and correcting, as required, a public agency's fiscal condition. Based on feedback from Scott and David, as well as our own experience and requests from our members, we believe that a two-day program consisting of four modules is the right balance between content

and course length. We propose that the classes be structured into two modules, Financial Management and Analysis I and Financial Management and Analysis II. Attendees will be given the option to register for each of the two sessions, as each session covers unique topic areas, and certain modules may not be relevant or beneficial to every member. This is a similar approach to what has been employed with the successful revenue and budget core courses, which each also take a modular, multi-day approach to content delivery.

Nearly ten years ago, CSMFO adopted a policy of developing and owning course materials for core courses independently, with the instructors hired to teach from CSMFO's materials. This is a model that we are gradually implementing in each of our core courses, to facilitate quality control and continuity as instructors retire or move on to other things. We are therefore requesting the Board's approval to follow that model and enter into contracts with David Cain and Eide Bailly to develop the course materials, as the time requirements for such an effort exceed what we can expect from volunteers. The contract would be for a total of \$20,000, with David Cain and Eide Bailey each receiving \$10,000. This is comparable to the Board-approved compensation negotiated with HdL for the development of the budgeting core course materials in 2018. Once the materials have been developed, it is expected that David and Scott would serve as instructors for the courses, although others could also participate as appropriate. Consistent with current practice, instructors who are commercial members would receive only reimbursement for expenses when courses are taught in person, while instructors who are retired members would receive \$2,500 for each full day taught (two of four modules), plus reimbursement for expenses when courses are taught in person.

Fiscal Impact

As indicated above, the initial cost for development of the financial management and analysis course would be \$20,000. As with all of the Core Courses, it is projected that fees charged for each module would generate a net profit within a relatively short period of time. The Career Development Committee is recommending that the course development costs be appropriated from undesignated reserves of CSMFO, to be repaid from the net proceeds of the courses until the amount is reimbursed in full. It is expected that the development costs would be repaid within the first two years of the course being offered. Fees for the course would be \$200 for each session. The cost of the instructors as well as any incidental expenses would be paid from the fees charged for each course.

Next Steps

Following approval of the contracts, David Cain and Scott Catlett would begin development of the Financial Management and Analysis core course. It is expected that Session I, consisting of modules 1 and 2, would be completed by the end of this calendar year. Career Development is recommending that these first two modules be introduced as a Pre-conference Session at the upcoming 2024 Annual Conference. It has been common practice for new core courses to be debuted at the conference.

Recommendations:

It is recommended that the CSMFO Board of Directors:

1. Award contracts to David Cain and Eide Bailey for development of the new core course on Financial Management and Analysis in the amount of \$10,000 each; and
2. Appropriate \$20,000 from undesignated reserves for this project, to be paid back from net revenue from the classes.